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HANDBOOK OF DEFINITIONS.

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The definitions developed by the State Board of Education and compiled in this document are special terms used in collecting data from junior colleges in California, thus making it possible for those responsible for completing the data sheets to better understand what is wanted, and to bring greater accuracy and uniformity to the responses. This is essential in order to receive the kind of information necessary for the studies to be made. The definitions are selected from those employed in the Education Code, those found in the Handbook of Data and Definitions in Higher Education (the American Association of Collegiate Registrars and Admissions Officers), and in The Guide to Comparable Reporting of Enrollment Data (California Coordinating Council for Higher Education). The use of these definitions by California junior colleges should result in data being reported that can be used to good advantage in making nationwide studies. (BH)

Handbook of Definitions

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Bureau of Junior College Administration and Finance

1968 Revision

CALIFORNIA STATE DEPARTMENT OF EDUCATION
MAX RAFFERTY—SUPERINTENDENT OF PUBLIC INSTRUCTION
SACRAMENTO 1968

HANDBOOK OF DEFINITIONS

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

Bureau of Junior College Administration and Finance

FOREWORD

The definitions presented in this publication are of special terms used on forms employed for collecting data from junior colleges in California. These definitions will make it possible for those responsible for completing the forms to better understand what is wanted, and thus to bring greater accuracy and uniformity to the reporting; this is essential if those seeking the information are to receive the kind of information necessary for the studies they will be making.

The definitions presented have been selected from those employed in the Education Code; those found in the Handbook of Data and Definitions in Higher Education, the American Association of Collegiate Registrars and Admissions Officers; and those in "The Guide to Comparable Reporting of Enrollment Data," Coordinating Council for Higher Education. The use of these definitions by California junior colleges should, therefore, result in data being reported that can be used to good advantage in making nationwide studies--studies that will be helpful to California junior colleges as well as for the many specific purposes for which data must be collected.

Max Rafferty

Superintendent of Public Instruction

PREFACE

The Bureau of Junior College Administration and Finance presents this revised edition, prepared in cooperation with the Department of Finance, the Coordinating Council for Higher Education, and other bureaus in the Department of Education. Special recognition is given to the following individuals for their contributions:

Dr. Gerald D. Cresci, Assistant Chief, Bureau of Junior College Vocational-Technical Education

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The current handbook has been punched for ready insertion in a three-ring binder to facilitate the adding of new pages and the substitution of revised pages as they occur.

The Bureau will attempt to be alert to any developments which would necessitate a change in the definitions contained in the handbook. Suggestions for the improvement of the handbook will be appreciated.

Archie L. McPherran
Acting Chief
Division of Higher Education

CONTENTS

	Page
Foreword	iii
Preface	v
Handbook of Definitions	1
Index	19
Addendum A: Abbreviations, Reference Codes	23
Addendum B: District Enrollment Projections	24
Addendum C: Determining Capacity of Existing Facilities and Planning Future Facilities	25
Addendum D: Guidelines, Standards, and Proposed Standards	27
Addendum E: Worksheet for Figuring FTE Instructional Staff and FTE Teaching Staff	31
Excerpts from California Administrative Code, Title 5, Education	33

HANDBOOK OF DEFINITIONS

Used by the
California State Department of Education for the Use and Guidance of
California Public Junior Colleges in Their Reporting to the Department

	REFERENCES (See Addendum A)
ACADEMIC QUARTER	
An "academic quarter" is the period of instruction of not less than ten weeks scheduled for any quarter. An academic quarter may begin on any day of the week.	CAC,T5,S 995(b)
ACADEMIC SENATE	
An organization whose primary function is, as the representative of the faculty, to make recommendations to the administration and the governing board of a school district with respect to academic and professional matters.	CAC,T5,S131.6(a)(2
ACADEMIC YEAR	
The portion of the school year during which the regular day junior college is maintained is the academic year.	ECS 25511.5
APPRENTICE	
The term "apprentice" as used in the Labor Code, means a person at least 16 years of age who has entered into a written agreement, called an "apprentice agreement," with an employer or his agent, an association of employers, or an organization of employees, or a joint committee representing both. The term of apprenticeship for each apprenticeable occupation shall be approved by the administrator, and in no case shall provide for less than 2,000 hours of reasonably continuous employment for such person and for his participation in an approved program of training through employment and through education in related and supplemental subjects.	LCS 3077
AREA (See Addendum C)	
Assignable	
"Assignable area" or Assignable Square Feet (ASF) is the floor area in any building or structure, except separate parking structures:	
1. assigned or assignable to using agencies;	

AREA (cont'd)

REFERENCES

2. covered by a ceiling 6' 6" or higher;

3. enclosed on all sides by walls, partitions, doors, or functionally equivalent;

4. measured between the principal surfaces of the enclosing walls, partitions, or doors at or near floor level;

5. expressed in square feet to the nearest whole number;

6. inclusive of:

   a. columns or similar structural obstructions;

   b. built-in or free-standing furniture and equipment;

   c. alcoves and similarly recessed areas;

7. exclusive of:

   a. public corridors, lobbies, stairways, elevators, and other general circulation facilities. Consider general circulation corridors as outside the definition of assignable area. Include an inside corridor, i.e., corridor within an office suite, as assignable area if the corridor is used for the convenience of office workers. In the space records, include the square footage of inside (internal) corridors with the square footage of adjacent rooms where it is reasonable to do so;

   b. janitors' closets and other specialized custodial facilities which are usable only for building maintenance;

   c. heating, ventilating, air-conditioning, electrical, and other such utility facilities required for building operation; and

   d. public toilets.

Covered, Open. Open covered shed area is measured on the basis that the support posts are considered functionally equivalent to a wall, therefore, the Assignable Square Feet (ASF) measurements apply.

Gross, Outside. (For planning fee purposes see CAC, T5, S2022)

1. Outside Gross Area (OGA) is measured, by floor level, out to out of exterior walls, excluding fins, pilasters, and other projections beyond the face of the wall, and is computed for every floor level to arrive at total.

2. Mezzanines, stacks and interior balconies are included in the total, but only for the floor area they represent.

AREA (cont'd)

Gross, Outside. (cont'd)

3. Penthouses of headroom height are included.

4. Stair, elevator, utility core and similar shafts are considered as floor area at each level.

5. A room extending through more than one floor is counted only once at the level on which its floor occurs.

6. Exterior covered areas attached or related to the building are counted at one-half value.

7. Full height unfinished areas (i.e., excavated basement areas not developed, or unfinished floors) are counted at one-half value.

8. Exterior terraces, loading docks, courts, lightwells, roof decks and covered walks between buildings are not included.

9. Unexcavated areas in basements and undeveloped attic spaces are not included.

10. Unenclosed shed structures are counted on the basis that the support posts for the roof are functionally equivalent to an outside wall or partition.

11. Exceptional cases will be footnoted with areas involved.

ASSESSED VALUATION, MODIFIED (EQUALIZED ASSESSMENT ROLL)

The sum of the local secured and unsecured tax rolls as adjusted (see Collier Factor) plus the State Board of Equalization tax roll. (Utility Roll)

ASSIGNABLE SQUARE FEET--FLOOR SPACE

A common unit of measure encountered in space utilization and capacity studies. (See also AREA, Assignable)

ATTENDANCE

Accounting. Attendance accounting shall be on forms approved by the State Department of Education. Attendance may be kept either on the positive basis or the deduction basis. CAC,T5,S 9(d)

If attendance is kept on the positive basis, only the actual class hours of attendance, absence due to illness or quarantine, or absence for certain professional services shall be recorded.

If attendance is kept on the deduction basis, all absence is recorded in class hours, and absence due to reasons other than illness or quarantine or for certain professional services is deducted from the total enrolled class hours for each individual student.

Accounting. (cont'd)

No absence of a pupil enrolled in the day junior college shall be deemed to be an absence for apportionment purposes, except when such absence is equal to a full class period.

Actual. The attendance as reported by the instructor, of students who are enrolled in and actually attending class, less verified absence of students due to illness or quarantine and for certain professional services at the time of the report or during the census period as may be applicable.

Apportionment. Actual attendance plus verified absence due to illness or quarantine and for certain professional services. — ECS 10954-5, 11251 (a); CAC,T5,S 9(d)(3)

Daily, Average. A unit of average daily attendance is 525 class hours. — AACPS (page 73)

CENSUS DATES

Active Enrollment — ECS 11451

1. First active enrollment report in the fall and spring semesters. All students currently registered in the first full week following the third week of the fall or spring semester. (See also Attendance Accounting in California Public Schools, 1967 Edition.)

2. Second active enrollment report in the fall and spring semesters. All students currently registered in the first full week in December and the last full school week preceding April 15. (See also Attendance Accounting in California Public Schools, 1967 Edition.)

3. Summer Session. All students currently registered at the beginning of the third week. (Note: See also Week, Census--Quarter System.)

Attendance Accounting. The first full week following the third week of the first semester and the first full week in December. The first full week following the third week of the second semester and the last full school week preceding April 15. (See also Attendance Accounting in California Public Schools, 1967 Edition.) — ECS 11451

Contact Hours, Student. The census dates for student contact hours is the same as those used for active enrollments.

Fall Report, Part A. The first full week following the third week of the semester. — Form JCAF-12-A

Fall Report, Part B. The first full week following the third week of the semester. — Form JCAF-12-B

CENSUS DATES (cont'd) — **REFERENCES**

Week, Census--Quarter System. A census week for attendance purposes is the first week of five consecutive schooldays, excluding Saturdays, next succeeding the third week of each quarter. — CAC,T5,S 1006

Week, Census--Semester System. The four census weeks for which attendance is credited during a year for pupils enrolled in thirteenth and fourteenth grade classes are the following: — AACPS (page 68)

1. The first full week following the third week of the first semester.
2. The first full week in December.
3. The first full week following the third week of the second semester.
4. The last full school week preceding April 15.

CLASS

An academic unit of one or more students formally organized for instruction in a specific course under the supervision of an instructor.

Hours Per Week. The number of periods generally 50 minutes duration, of organized class instruction scheduled in a one week period (Monday through Friday).

Meeting. A regularly scheduled gathering of one or more students assembled for instruction.

Period. A unit of time approximating one hour.

Size. The number of students enrolled in a class.

CLASSES, TYPES OF

Community Services

1. Accounting Manual Definition: "Those services provided by the school district for the community as a whole or for some segment of the community. Excluding public school and adult education programs operated by the school district for which state apportionment is received." — CSAM (page 60)
2. Working Definition: Educational, cultural and recreational services which an educational institution may provide for its community over and beyond regularly scheduled day and evening classes. — ECS 6321-4

Day. These classes are generally defined as graded or classes for adults (ungraded classes) usually beginning before 4:30 p.m. or at a time specified by the reporting college.

Extended Day (Evening Classes). These classes are generally defined as graded or classes for adults (ungraded classes) usually beginning at 4:30 p.m. or later.

CLASSROOM — REFERENCES

Principally general classrooms, but including lecture halls and lecture-demonstration rooms. Excludes seminar rooms and teaching laboratories. (Note that the term "classroom" is used with the restricted meaning just defined, not as meaning "any room in which classes are scheduled," for which meaning the term "instructional room" is used.)

COLLIER FACTOR — ECS 17261

Name often used to indicate the factor, carried to two decimal places, by which the total assessed value of all tangible property on the local rolls (secured and unsecured) of a county must be modified to conform to the statewide average assessment level as certified by the State Board of Equalization to the Department of Education on or before October 1st of each year.

COURSES, TYPES OF

Classes for Adults (Ungraded Courses). All those classes not classified as graded are ungraded classes (classes for adults). For purposes of reporting to the State Department of Education, forums and public lecture series are not considered classes for adults. (See also Graded Courses.)

Comment: Classes for adults are ungraded courses even though the governing board of a school district by prior authorization may allow the credit to apply toward an associate degree.

A school district maintaining a junior college, by prior authorization of the governing board, may grant credit toward an associate degree to individual students who have completed courses established as classes for adults, provided those classes have been maintained in connection with a junior college or an evening junior college. — CAC,T5,S 122.02

Course of Study. An organized sequence of courses or a curriculum of a college within a given subject area. — CAC,T5,S 131.5(a)

Graded. Courses (classes) meeting the course criteria and standards as approved by the California State Board of Education. — CAC,T5,S 131.5(b) 131.5(c)

Occupation-Centered. An occupation-centered curriculum is one which meets all five of the following criteria:

1. High school graduation (or its equivalent) or by complying with Education Code Section 25503. The general length of these curriculums is at least one semester, but fewer than three years, beyond high school.

2. The curriculum is a series of required and elective courses constituting an integrated program prescribed by the institution to assist in the general education and training of the individual, but more particularly in his training as a future practitioner in a given occupation

REFERENCES

Occupation-Centered. (cont'd)

or cluster of occupations. A group of courses, even though all of them may be in a given occupational area, does not necessarily constitute a curriculum.

3. The curriculum is designed to prepare students for immediate employment in an occupation or cluster of occupations, rather than for further advanced study leading to a bachelor's or higher degree. Nevertheless, individual courses in the curriculum may normally be creditable toward a bachelor's or first professional degree by transfer or otherwise. However, the curriculum as an organized program, as distinguished from the individual courses in it, is designed to educate and train primarily for occupational competence rather than for transfer or degree credit. The curriculum and its objectives should be classified, not the intentions or possible subsequent careers of the students involved.

4. Completion of the curriculum requires at least one semester, but fewer than three years, of full-time attendance, or the equivalent in part-time attendance over a longer period. A "year" means an academic year of approximately nine months.

5. The curriculum leads to a certificate, diploma, associate degree, or other formal award, signifying that the student has completed an organized curriculum in an occupational area; or the state grants a license or other formal recognition, with or without examination, to all graduates of the curriculum.

Transfer Program. An organized sequence of courses which, when completed by a student, will be accepted by a four-year independent or public collegiate institution; the organized sequence of courses meets the lower division requirements of the college or university to which the student plans to transfer.

CREDIT

Experience, Work. At the junior college level attendance is credited to students during the time that the certificated employee of the district is on the premises of the employer. — AACPS (page 128)

Quarter Credit Hour. A quarter credit hour is approximately equivalent to two-thirds of a semester credit hour. — CAC,T5,S995(e) and S996(b)

Semester Credit Hour. The most common unit of credit involved in problems of evaluation, and it may be awarded for (1) a class meeting one hour per week for a semester; or (2) a laboratory meeting two hours per week for a semester; or (3) a laboratory meeting three hours per week for a semester, — CAC,T5,S996(a)

CREDIT (cont'd)

REFERENCES

Semester Credit Hour. (cont'd)

or combinations of these, depending considerably upon the kind of instruction and material covered in the course.

One credit hour of junior college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks. — ECS 25518.5

Total Student Credit Hours. The total number of units of credit of all students actively enrolled.

Unit of. A unit of academic credit is related to the amount of work accomplished. It may be a quarter credit or quarter hour, semester credit or semester hour, major course unit, or other measurement. On transcripts, credit units are defined by total weeks, including number of recitations or lectures and laboratory equivalents devoted to one such unit.

DEGREES, REQUIREMENTS FOR — CAC,T5,S131.7

Associate in Arts. The governing board of a school district maintaining a junior college shall confer the degree of Associate in Arts upon the satisfactory completion of 60 to 64 semester hours of work in freshman and sophomore courses, provided that 12 of the required credit hours were secured in residence at that junior college.

Associate in Science. The governing board of a school district maintaining a junior college may confer the degree of Associate in Science upon the satisfactory completion in grades 13 and 14 of 60 to 64 semester hours of work which shall satisfy all the requirements for an Associate in Arts Degree, and which work shall include a major of at least 20 semester hours in any of the following fields: engineering, physical and biological science, and vocational-technical curriculums.

DEPENDENT

Military Personnel. A dependent of military personnel is one of the following: — CAC,T5,S132.1(c)

1. The spouse of a person who is of the military personnel.

2. A person who has not completed 75 semester units of college work and who receives more than half of his support from his parent who is of the military personnel.

DISTRICT

A school district maintaining or formed to maintain one or more junior colleges. — ECS 25505(d)

DISTRICT, COLLEGE, JUNIOR, SMALL

REFERENCES

A district with less than 1,000 average daily attendance of district resident students in regular day-graded junior college classes. — CAC,T5,S981(c)

ENGINEERING NEWS RECORD (ENR) CONSTRUCTION COST INDEX

An important factor in the preparation, interpretation, and use of construction project budgets is the value of the Engineering News Record Construction Cost Index, better known as the "ENR" Cost Index.

For a project which is intended to be funded in part from State capital funds, in preparing the budget outline for submittal, the dollar values entered shall be based on an ENR value which will be established by the State Department of Finance and will be conveyed to the district through the State Department of Education, in separate correspondence, normally on an annual basis. Ordinarily, this will not be the current ENR, but one selected on a project basis for a future time.

The following is an example of the application of the ENR Index:

Use current ENR Index of 1100

Projected ENR Index for 1969-70 of 1170

Estimated current Total Project Cost = $1,950,000

Therefore: 1170/1100 x $1,950,000 = $2,074,100 (total cost of project based on ENR 1170 rounded to nearest $100)

ENROLLMENT

Active. The number of active students enrolled as of an established date. — CAC,T5,S9(n)(2)

Cumulative. The total number of different individuals who have been registered in 13th and 14th grade courses from the beginning of the fall or spring term. — CAC,T5,S9(n)(3)

Projected (Day-Graded). The projected growth in day-graded enrollment determined for each district by the State Department of Finance shall be developed by utilizing the procedure set forth on Addendum B (exceptions may be made by the State Department of Finance for new junior college districts or for other districts where unusual circumstances justify them, and each exception shall be noted and reported to the State Department of Education).

EQUIPMENT

Fixed equipment is usually included in construction contracts and installed within a space where the removal of such equipment will essentially render either the equipment or space unusable without reconstruction of either the space or

EQUIPMENT (cont'd)

REFERENCES

Fixed (cont'd)

equipment, for instance:

1. Where common walls are shared by equipment and the building, e.g., one or more walls of a "cold room"; or

2. Where the equipment is dependent upon the building for its installation and/or operation; e.g., attached to a wall or ceiling, not self-supporting, or supported by its own accessory; or

3. Where equipment is of such size as to prohibit its removal from the space without the demolition of the equipment or portions of wall space.

Movable equipment is equipment which is transferable from location to location without destroying its usefulness or modifying the building, usually purchased through other than construction contracts, and which meets all of the following criteria:

1. Has a life expectancy of five years or more;

2. Has sufficient individuality and size to make control feasible by means of identification tags or numbers and/or manufacturer's serial or model numbers marked thereon;

3. Is self-contained for its primary function;

4. Is not purchased as a component part of any other piece of movable or fixed equipment;

5. Is not installed as defined under fixed equipment.

EXPERIENCE--WORK

A total of 16 credit hours made up of one or a combination of two CAC,T5,S115.22(b)
or more of the following types:

1. Exploratory. The maximum allowable is one semester of three credit hours.

2. General. Three credit hours per semester with a maximum total of six credit hours.

3. Vocational. Four credit hours per semester with a maximum total of sixteen credit hours.

FACILITY

Existing, Capacity. Capacity will be determined in terms of WSCH for the program in graded junior college classes scheduled to commence before 4:30 p.m.

FACILITY (cont'd) REFERENCES

Future, Planning. The State Department of Education will evaluate the planning of future facilities of junior colleges. Some of the general guidelines are contained in Addendum D. Individual requirements in unique situations make it probable that no two junior colleges will have the same proportionate amount of space allotted to the various functions of a campus.

Leased or Rented. A building for which lease or rental costs are paid and the use of which will be discontinued upon the completion of the project for which application has been submitted. CAC,T5,S990(b)

Permanent. A building for which there is no plan for removal or demolition and, so far as is known, will remain as a facility on the campus.

Temporary. A building which will be demolished or removed from the site upon completion of the project for which application has been submitted. CAC,T5,S990(a)

FACULTY

Those certificated persons who teach full-time in a junior college or other full-time certificated persons who do not perform any services for the college that require an administrative or supervisory credential. CAC,T5,S131.6(a)(1

FACULTY COUNCIL see ACADEMIC SENATE

GRADUATE

A student who received an associate degree between July 1 of the previous year and June 30 of the given year.

GRADUATE, PUBLIC HIGH SCHOOL

A minor or an adult who has received a certificate of graduation from the twelfth grade of a public high school.

HOUR

Class. One class hour is not less than 50 minutes exclusive of passing time. For any class period scheduled for more than one clock hour, 50 minutes of attendance during each clock hour shall represent one class hour but the sum of the class hours of attendance shall not be more than the scheduled number of clock hours in the period. ECS 11451.5

Class, Partial. A partial class hour of attendance is any continuous class period in excess of 60 minutes or multiple thereof.

REFERENCES

Class, Partial. (cont'd)

Examples:

Class Period	Class Session	Class Hours
8:00 - 9:00	8:00 - 8:50	1
8:00 - 9:30	8:00 - 9:15	1½
8:00 - 10:00	8:00 - 9:40	2
8:00 - 10:30	8:00 - 9:00 9:10 - 10:15	2½
8:00 - 11:00	8:00 - 9:20 9:40 - 10:50	3

Class, Student (per week). The sum of the products of each class's enrollment and weekly class hours.

Contact. For computation of average daily attendance a contact hour is a programmed class period for a student enrolled in thirteenth or fourteenth grade courses during a census week. CAC,T5,S9(n)(1)

Contact, Weekly Student (WSCH). The weekly student contact hour is the basic student unit for measuring space needs and is the sum of the products of each class's (nonlaboratory and laboratory) enrollment and weekly (class) contact hours. A weekly student contact hour (WSCH) is an approximately 50-minute period of time when one student is in a classroom, seminar room or teaching laboratory and occupying a student station. There can be only one whole contact hour per one whole class hour, regardless of the duration of attendance. Contact hours shall be computed in the same manner as attendance hours. CAC,T5,S9(n)(1)
CAC,T5,S9(d)(3)(A)

Credit, Student. The sum of the products of each course's enrollment and credit-hour value.

Quarter Credit. A "quarter credit hour" is the credit allowed for approximately three hours of recitation, study, or laboratory work per week for each week in an academic quarter. (An hour is from 50 to 60 minutes.) A "quarter unit of credit" means the same as a "quarter credit hour." CAC,T5,S995(e)

Quarter credit hours are converted to semester credit hours by multiplying the number of quarter hours by two-thirds. CAC,T5,S 996(b)

Semester Credit. Semester credit hours (or semester units of credit) are converted to quarter credit hours (or quarter units of credit) by multiplying the number of semester credit hours by one and one-half. CAC,T5,S 996(a)

INSTRUCTIONAL SPACE

This term is used with the limited meaning, "space for organized-class instruction"--that is, classroom, seminar and teaching laboratory space, including directly related ancillary space only.

LABORATORY, TEACHING — **REFERENCES**

Special or limited purpose room for organized-class instruction of the learn-by-doing kind. (Note that the floor areas of music studios, music practice rooms and language laboratories, as each are defined in the instructions for Forms P-1 and P-2 (CCHE), are excluded from the classification of teaching laboratory as are gymnasiums and auditoriums which are placed in completely separate categories in all respects.)

PERSONNEL, MILITARY

Active members, in full-time service, of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard. (This does not include members of the National Guard, Army National Guard of the United States, or the Air National Guard of the United States; members of the reserve; or civilian employees. It does not include members of the Coast and Geodetic Survey, Public Health Service, or other organizations when assigned to and serving with the armed services.) — CAC,T5,S 132.1(b)

PLANS

Preliminary. Sufficient drawings, detailed plans, specifications and other data to determine a detailed estimate of the cost of a construction project.

QUARTER

A fourth of a school year that includes at least 10 weeks of instruction. — CAC,T5,S 995(a)

QUARTER SYSTEM — CAC,T5,S 995-1008

Four. A junior college operation, within a single fiscal year, divided into four quarters of at least 10 weeks each. — CAC,T5,S1005

Three. A junior college operation, of at least 175 days, divided into three quarters and a summer session, if any, within the same fiscal year.

REGISTRATION

Quarter System

Four Quarter. A maximum of two days for each quarter may be counted. — CAC,T5,S1005(a)

Three Quarter. A maximum of two days for each quarter may be counted. — CAC,T5,S1005(a)

Semester System

Fall. Two or three days seems to be the general practice for the fall semester.

Spring. A two day registration appears to be the general practice for the spring semester.

RESIDENCY | **REFERENCES**

Residence for junior college attendance purposes shall be determined in accordance with Government Code Sections 243 and 244, except that: ECS 25505.1

1. If an unmarried minor resides with a parent, the residence of the minor shall be that of the parent with whom he is residing.

2. The residence of an unmarried minor who for at least two years has been in the continuous direct care and control of and has lived with an adult resident of the state other than his parent, shall be that of such adult resident.

3. A married woman may establish her own residence.

4. An apprentice as defined in Section 3077 of the Labor Code may establish his own residence.

ROLL, ASSESSMENT, EQUALIZED see **ASSESSED VALUATION, MODIFIED**

ROOM

Physically the same as a conference room--that is, furnished with conference table(s) and chairs--but regularly scheduled for organized classes, generally (but not necessarily) discussion groups.

STAFF (See Addendum E)

Full-Time Equivalent (FTE). The amount of employed time required in a part-time position expressed in proportion to that required in a full-time position, with "1" representing one full-time position. It may be expressed in percent or as a fraction. It is derived by dividing the amount of employed time required in the part-time position by the amount of employed time required in a corresponding full-time position. When expressed in percent, it should be to the nearest tenth.

Full-Time Equivalent Instructional. The total teaching staff FTE combined with title category one (Instructor, Counselor and Department Administrator) FTE subtotals for functions other than teaching.

Full-Time Equivalent Teaching. This is determined by relating the sum of weekly hours spent in the classroom by a staff member and the weekly hours having been devoted to preparation for these classroom hours to the total weekly hours spent by the staff member on all college-related functions. For example, if a staff member spent a total of 50 hours on all college-related functions of which 15 hours per week was in the classroom, 30 hours per week was in preparation for the 15 classroom hours (30 hours preparation plus 15 hours classroom time equals 45 hours teaching time) and 5 hours administering a department, the total teaching time of

STAFF (cont'd)

REFERENCES

Full-Time Equivalent Teaching. (cont'd)

45 hours would be related to the staff member's 50 hours work week to determine the full-time equivalency to teaching. This staff member would be 9/10 of a full-time equivalent teaching staff member. Another staff member spending a total of 50 hours on all college-related functions of which 10 hours per week was in the classroom plus 15 hours per week preparing for these classroom hours and devoting 25 hours per week to other college-connected activities would be counted a 5/10 (25 teaching hours divided by total of 50 work week hours) or one-half of a full-time equivalent teaching staff member.

STANDARDS

Library (See Addenda D-3 and D-4)

Room Use

Class and Seminar. Twenty-seven hours per week for junior colleges with less than 1,000 ADA. Thirty-four hours per week for junior colleges with 1,000 ADA or larger. — CAC,T5,S 991(a)

Teaching Laboratories. Twenty hours per week for junior colleges with less than 1,000 ADA. Twenty-five hours per week for junior colleges with 1,000 ADA or more. — CAC,T5,S 991(b)

Weekly Station Occupancy

Class and seminar rooms.....66% capacity — CAC,T5,S 991(c)

Teaching laboratory stations...85% capacity — 991(d)

STATION

The total facilities required to accommodate one person at one time. (Refers to student stations in classrooms, seminar rooms, or teaching laboratories, unless explicitly indicated otherwise.) A student station is a chair, or a seat, or a laboratory desk, or some other facility to accommodate one student during an instructional period. An office station generally consists of a desk and a chair and other office-type equipment required to accommodate one institutional staff member.

Existing. The total stations contained in a room or group of rooms at the time of the space inventory.

Optimum Number. The number of stations that can be practicably contained in a room or group of rooms.

STUDENT

Active. One currently enrolled.

REFERENCES

Adult. A student who is 21 years of age or older and who attained his 21st birthday on or before September 1 or February 1 of the semester for which he has enrolled. — ECS 5756

Adult, Defined. Any person who has attained his 21st birthday on or before September 1 or February 1 of the semester for which he has enrolled and who has enrolled in fewer than 10 class hours as defined in Education Code Section 11451 for junior college districts. — ECS 5756

All Other. Students who, at the time of registration, have been awarded an associate degree, or a higher degree, and who are registered in at least one graded course.

Contact Hour. Programmed class period of not less than 50 minutes nor more than 60 minutes.

Continuing.* A student who was also enrolled in the immediately prior regular session.

Day-Graded. A student registered in at least one graded course scheduled to commence prior to 4:30 p.m.

District. A student whose residence is in the State of California and is within a district maintaining a junior college. — ECS 25505 (b)

First-Time (First-Time Freshman).* A student enrolled in college for the first time in a regular session. (See also First-Time Transfer Student.)

First-Time Transfer. A student enrolled in the reporting college for the first time in a regular session and who transferred from another institution of higher education. (See also Returning Transfer Student.)

Foreign. A student who is both a citizen and resident of a foreign country. (See also Education Code Section 25505.8). — CAC,T5,S 132.1(a)

Freshman. A student who, at the time of registration, has completed fewer than 30 semester units of credit and who is registered in at least one graded course.

*The definition differs from the one appearing in the Handbook of Data and Definitions in Higher Education of the American Association of Collegiate Registrars and Admissions Officers and from the one used by the U.S. Office of Education. The difference arises from the exclusion of attendance in summer session as a consideration in determining the admission classification of a student enrolled in a regular session. With the application of the above definitions, a student's classification should be determined without reference to summer session attendance. This difference should be footnoted in reporting data to the U.S. Office of Education.

REFERENCES

Full-Time. A student enrolled for 12 or more units of credit.

Full-Time Equivalent.* To calculate full-time equivalent students it should suffice to say that one full-time equivalent student represents approximately fifteen units (student credit hours), i.e., student credit hours to individual students, in scheduled instruction. For example, thirty students enrolled in a three-hour-per-week, lower division, nonlaboratory course are assumed to receive a total of ninety units of credit and therefore represent six full-time equivalent lower division students. Similarly, fifteen students enrolled in a six-hour-per-week, upper division, laboratory course are assumed to represent two full-time equivalent upper division students on the basis of three weekly student contact hours per unit of credit.

Formula:

$$\frac{\text{No. of students enrolled} \times \text{student credit hours/week}}{15} = \text{No. of FTE students}$$

Graded. Students registered in at least one graded course. A student is to be counted in one, and only one, category. A student registered in at least one graded course is to be counted only in this category, regardless of the fact that he may be concurrently registered in one or more classes for adults (ungraded courses).

Graduate. A student who received an associate degree between July 1 of the previous year and June 30 of the given year.

Minor. A student who is under 21 years of age on September 1 or February 1 of the semester for which he has enrolled.

Nondistrict. A student whose residence is in the State of California but not within a district maintaining a junior college. ECS 25505 (c)

Nonresident. A student whose residence is not in the State of California. ECS 25505 (a)

Part-Time. A student enrolled for fewer than 12 units of credit.

Resident. A student whose residence is in the State of California and within a district maintaining a junior college. ECS 25505 (b)

*As defined by W.C. Huntington, Chairman of the University of Illinois Building Committee in 1950, as follows:

"The number of full-time equivalent students is the number of students who, if registered for a full schedule in a department, would cause the same teaching load as is caused by the greater number of students who register for only a part of their schedules in that department."

REFERENCES

Returning. A student enrolled in a regular session after an absence of one or more regular sessions without interim attendance at another college.

Returning Transfer. A student who attended the reporting college, transferred to another college, and has now returned to the reporting college.

Sophomore. A student who, at the time of registration, has completed:

1. 30, but fewer than 60, semester units of credit; or

2. 60, or more semester units of credit but does not hold a degree, and who is registered in at least one graded course. (See also "A Guide to Comparable Reporting of Enrollment Data," July 25, 1962, Coordinating Council for Higher Education.)

Veteran. A student who is receiving reimbursement or financial support under either federal or state laws.

THREE-QUARTER ACADEMIC YEAR

A "three-quarter academic year" is three consecutive quarters in a school year. CAC,T5,S 995(c)

WEEK, CENSUS (see CENSUS DATES)

WEEK, SCHOOL

All the days of a week beginning on Monday and ending on Friday in which the college is in session.

WEEKLY SCHEDULE

The days of the week and the hours during which regularly scheduled classes are held.

YEAR-ROUND OPERATION

"All-year-round operation" is four consecutive quarters in a school year. CAC,T5,S 995(d)

INDEX

	Page
ACADEMIC QUARTER	1
ACADEMIC SENATE	1
ACADEMIC YEAR	1
APPRENTICE	1
AREA	
Assignable	1
Covered, Open	2
Gross, Outside	2
ASSESSED VALUATION, MODIFIED (EQUALIZED ASSESSMENT ROLL)	3
ASSIGNABLE SQUARE FEET--FLOOR SPACE	3
ATTENDANCE	
Accounting	3
Actual	4
Apportionment	4
Daily, Average	4
CENSUS DATES	
Active Enrollment	4
Attendance Accounting	4
Contact Hours, Student	4
Fall Report, Part A	4
Fall Report, Part B	4
Week, Census--Quarter System	5
Week, Census--Semester System	5
CLASS	
Hours Per Week	5
Meeting	5
Period	5
Size	5
CLASSES, TYPES OF	
Community Services	5
Day	
Extended Day (Evening Classes)	5
CLASSROOM	6
COLLIER FACTOR	6
COURSES, TYPES OF	
Classes for Adults (Ungraded Courses)	6
Course of Study	6

Page

COURSES, TYPES OF (cont'd)
Graded. 6
Occupation-Centered 6
Transfer Program. 7

CREDIT
Experience, Work. 7
Quarter Credit Hour 7
Semester Credit Hour. 7
Total Student Credit Hours. 8
Unit of 8

DEGREES, REQUIREMENTS FOR
Associate in Arts 8
Associate in Science. 8

DEPENDENT
Military Personnel. 8

DISTRICT. 8

DISTRICT, COLLEGE, JUNIOR, SMALL. 9

ENGINEERING NEWS RECORD (ENR) CONSTRUCTION COST INDEX . 9

ENROLLMENT 9
Active. 9
Cumulative. 9
Projected (Day-Graded). 9

EQUIPMENT
Fixed 9
Movable 10

EXPERIENCE--WORK. 10

FACILITY
Existing, Capacity. 10
Future, Planning. 11
Leased or Rented. 11
Permanent 11
Temporary 11

FACULTY 11

FACULTY COUNCIL see ACADEMIC SENATE 11

GRADUATE. 11

GRADUATE, PUBLIC HIGH SCHOOL. 11

Page

HOUR
Class 11
Class, Partial. 11
Class, Student (per week) 12
Contact 12
Contact, Weekly Student (WSCH). 12
Credit, Student 12
Quarter Credit. 12
Semester Credit 12

INSTRUCTIONAL SPACE 12

LABORATORY, TEACHING. 13

PERSONNEL, MILITARY 13

PLANS
Preliminary 13

QUARTER 13

QUARTER SYSTEM 13
Four. 13
Three 13

REGISTRATION
Quarter System. 13
Semester System 13

RESIDENCY 14

ROLL, ASSESSMENT, EQUALIZED see ASSESSED VALUATION,
MODIFIED. 14

ROOM. 14

STAFF
Full-Time Equivalent (FTE). 14
Full-Time Equivalent Instructional. 14
Full-Time Equivalent Teaching 14

STANDARDS
Library 15
Room Use. 15

STATION 15
Existing. 15
Optimum Number. 15

STUDENT
Active. 15

Page

STUDENT (cont'd)
Adult 16
Adult, Defined. 16
All Other 16
Contact Hour. 16
Continuing. 16
Day-Graded. 16
District. 16
First-Time (First-Time Freshman). 16
First-Time Transfer 16
Foreign 16
Freshman. 16
Full-Time 17
Full-Time Equivalent. 17
Graded. 17
Graduate. 17
Minor 17
Nondistrict 17
Nonresident 17
Part-Time 17
Resident. 17
Returning 18
Returning Transfer. 18
Sophomore 18
Veteran 18

THREE-QUARTER ACADEMIC YEAR 18

WEEK, CENSUS (see CENSUS DATES) 18

WEEK, SCHOOL. 18

WEEKLY SCHEDULE 18

YEAR-ROUND OPERATION. 18

ADDENDUM A ABBREVIATIONS AND REFERENCE CODES 23

ADDENDUM B DISTRICT ENROLLMENT PROJECTIONS 24

ADDENDUM C DETERMINING CAPACITY OF EXISTING FACILITIES AND PLANNING FUTURE FACILITIES. 25

ADDENDUM D GUIDELINES, STANDARDS AND PROPOSED STANDARDS 27

ADDENDUM E WORKSHEET FOR FIGURING FTE INSTRUCTIONAL STAFF AND FTE TEACHING STAFF. 31

TITLE 5, CALIFORNIA ADMINISTRATIVE CODE, EXCERPTS FROM. 33

ADDENDUM A

ABBREVIATIONS

Authorized Agent	AA
Assignable Square Feet	ASF
Average Daily Attendance	ADA
California State Accounting Manual (1966 Edition)	CSAM
Coordinating Council for Higher Education	CCHE
Education Code	EC
Education Code Section	ECS
Engineering News Record	ENR
First-Time Student	FTS
First-Time Transfer Student	FTTS
Full-Time Equivalent	FTE
Junior College District	JCD
Nondistrict Student	NDS
Nonresident Student	NRS
Outside Gross Area	OGA
Part-Time Student	PTS
Relative District Ability	RDA
Student Contact Hours	SCH
Weekly Student Contact Hours	WSCH
Working Drawings	WD

REFERENCE CODES

Attendance Accounting in California Public Schools (1967 Edition)	AACPS
California Administrative Code	CAC
Education Code Section	ECS
Government Code Section	GCS
Labor Code Section	LCS
Page	P
Section	S
Title 5	T5

ADDENDUM B

DISTRICT ENROLLMENT PROJECTIONS

Form BD-240: Explanatory notes for a revised form will be furnished at a later date.

ADDENDUM C

DETERMINING CAPACITY OF EXISTING FACILITIES AND PLANNING FUTURE FACILITIES

The following classification guide supplements and clarifies the general definition of assignable area. The guide includes only those facilities which appear to need express assignment of classification to ensure consistency, or which help to clarify parts of the general definition.

	Counted as Assignable Area	Not Counted as Assignable Area
1. Construction and Mechanical		
a. Walls and partitions		X
b. Ducts, flues, vents, tunnels		X
c. Electrical closets		X
d. Telephone closets		X
e. Heating and ventilating equipment rooms		
(1) Within building requiring services		X
(2) Within structurally isolated heating plants	X	
f. Transformer, switchgear, generator rooms		
(1) Within building requiring services		X
(2) Within structurally isolated sub-stations or generating plants	X	
g. Separate mechanical areas serving special laboratories only	X	
2. Custodial and Building-Service Areas		
a. Janitors' closets		X
b. Custodial offices	X	
c. Custodial locker rooms	X	
d. Interior loading and receiving docks	X	
e. Custodial and grounds and buildings department storage areas and shops	X	
f. Interior incinerator rooms		X
3. Circulation Areas		
a. Building corridors, stairways, elevators, escalators		X
b. Lobbies which are internal corridors serving operational functions, such as reception and waiting	X	
c. Lobbies for general circulation		X
d. Reception and waiting rooms	X	

	Counted as Assignable Area	Not Counted as Assignable Area
3. Circulation Areas (cont'd)		
e. Corridors within departmental suites	X	
f. Library stack areas including aisles	X	
g. Library reading rooms including aisles	X	
h. Stairwells and elevators within bookstacks	X	
i. Book elevators and conveyors	X	
j. Display facilities and lockers in corridors		X
4. Personal Facilities		
a. Toilets for:		
(1) Public		X
(2) Residence hall and apartment occupants	X	
(3) Clinic out-patients	X	
(4) Hospital in-patients	X	
(5) Executive suites	X	
(6) Instructional and research activities, as in controlled environment laboratories and gymnasiums	X	
b. Dressing rooms, locker rooms, washrooms, and showers for academic activities or performers	X	
c. Theater green rooms	X	
d. Social rooms in residence halls	X	
e. Laundry rooms in residence halls and apartments	X	
f. Lunchrooms	X	
5. Other		
a. Greenhouses and headhouses	X	
b. Lathhouses	X	
c. Screenhouses	X	
d. Institutional garage and automotive and vehicular service and storage areas	X	
e. Parking areas in non-parking-structure buildings	X	
f. Separate parking structures		X
g. Airplane hangars	X	

ADDENDUM D

GUIDELINES, STANDARDS AND PROPOSED STANDARDS

Guidelines in evaluating future facilities are as follows:

Room Type Code	Types of Rooms	Percent of Assignable Square Feet
100	Instruction Rooms	50
200	Laboratory Research Facilities	(Less than ½ of 1%)
300	Office Facilities	11
400	Library and Museum	6
500	General Use	18
600	General Service	9
700	Other Nonresidential	6
		100

SUMMARY OF PROPOSED LIBRARY PHYSICAL PLANT STANDARDS
CALIFORNIA JUNIOR COLLEGES

1. Housing the collection (stack)

   .10 assignable square feet (ASF) per volume (of which approximately 75% would house bound items, with 25% for unbound items).

2. Area for reading stations (study hall and carrel)

   a. 25 assignable square feet per station.

   b. Number of stations: 15-20 percent of estimated full-time enrollment (students taking 12 or more units), scheduled according to the relative emphasis of college curriculum on "trade-technical" instruction:

stations as % of full-time enrollment[1]	% of total student credit hours devoted to "trade-technical" courses[2]
15%	greater than 10%
16	9 and 10%
17	7 and 8%
18	5 and 6%
19	3 and 4%
20	less than 3%

   For example, a college which devoted more than 10 percent of total student credit hours offered to "trade-technical" instruction would plan for a sufficient number of study stations to seat 15 percent of anticipated full-time enrollment.

---

[1]The measure of full-time enrollment is chosen as being the most relevant indication of reading station need. Full-time enrollment may also be converted to weekly student contact hours (WSCH) for purposes of comparing library capacity with instructional capacity (measured in WSCH).

[2]Courses such as building trades, engineering technology, textile technology, dry cleaning, etc. are within "trade-technical"; a complete list appears in CAC, T5, S 991(h), standard classification code numbers 6801-6890 inclusive.

3. Library service (staff work areas, public service and processing areas)

Basic complement of 400 ASF, plus 140 ASF/FTE staff[1] based upon:

FUNCTION	PROVISION
Staff work areas (desk and immediate working area)	100 ASF/FTE staff
Public service	
Basic catalogue	basic complement
Additions to catalogue	function of (staff, users)
Public space adjacent to work areas	function of (staff, users)
Processing	
Equipment	basic complement
Storage	basic complement
Storage of materials in process	function of staff

For example, a college library with 10 staff would require a total of 1,800 assignable square feet for "library service" or an average of 180 ASF per full-time equivalent staff member.

4. Special accommodations

Audio-visual (general and television)

No specific standards appear possible for such areas. Each installation should be considered on the basis of the program inputs involved and may be added to the library in addition to the above facilities.

Note: Programmed learning facilities such as language laboratories, etc., should be allocated to the instructional departments for which activities are conducted and not considered as part of library space, even though physically located in the library.

OFFICE STANDARDS

All office space (academic offices, administrative and clerical offices, office service rooms and conference rooms) will be computed at 140 assignable square feet for each full-time equivalent instructional staff member. Office space for small junior college districts as defined in Section 981(c) of Subchapter 4.3 of Chapter 1 of Title 5 of the California Administrative Code will be computed at 160 assignable square feet for each full-time equivalent staff member. Standards and guidelines for junior colleges are

---

[1] FTE staff: full-time equivalent staff, including professional, clerical, and student assistance.

OFFICE STANDARDS (cont'd)

as follows:

Standard	All Junior Colleges ASF/Instructional FTE	"Smaller" Junior Colleges ASF/Instructional FTE
For office space planning collegewide basis	140	160

Guidelines	All Junior Colleges	"Smaller" Junior Colleges
Academic office (301) ASF/station	80	80
Academic office plus other office (301 plus 302) ASF/instructional FTE	105	110
Academic office (301) ASF/teaching FTE	63	58

ADDENDUM E

WORK SHEET FOR FIGURING FTE INSTRUCTIONAL STAFF AND FTE TEACHING STAFF

(These figures are to include staff for graded junior college day and extended-day classes.)

NOTE: It should be helpful to complete Column (h) first and then tie all lines across to the total of each category.

College Staff 1/ (All certificated personnel, including extended-day classes, divided into the following categories:)	FTE Teaching Time 2/	FTE Preparation Time 2/	Total FTE Teaching Staff 2/	FTE Other Than Preparation and Teaching Time 2/	FTE Instructional Staff 2/	FTE Other Than Preparation and Teaching Time 2/	Total FTE College Staff (All certificated personnel, including extended-day classes) 2/
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1. Instructors							
2. Counselors							
3. Department Administrators							
4. Librarians (and similar titles such as Director of Audio-Visual)							
5. Institutional Administrators (includes individuals with responsibilities covering the entire institution, as indicated by such titles as Superintendent, Assistant Superintendent—Business or Instruction, President, Dean of Instruction, Director of Data Processing, Director of Research, etc.)							
6. Student Administrators (includes individuals with such titles as Director of Admissions, Placement Director, School Nurse, etc.)							
TOTALS							
Total of Column (d) is FTE Teaching Staff							
Total of Column (f) is FTE Instructional Staff							

1/ Make certain that all college staff, including extended-day, are reported.

2/ All columns from (b) to (h) are to be stated in fractions of a person (example: $\frac{1}{4}$ teaching time of a full-time employee is $\frac{1}{4}$ person).

EXCERPTS FROM

CALIFORNIA ADMINISTRATIVE CODE

TITLE 5

EDUCATION

(c) In the case of pupils enrolled in a day or evening junior college, during the time subsequent to the complete registration and admittance of the pupil to the college.

(d) In the case of pupils enrolled in a summer school maintained by any school district, if the summer school has the prior written approval of the Superintendent of Public Instruction and during the time the summer school is otherwise in full compliance with Education Code Section 5554, 5720, or 5752, as applicable.

NOTE: Additional authority cited: Section 10951 (formerly 6801), 5554, 5720, 5752 and 6358, Education Code.

History: 1. Repealer and new section filed 7-24-51; effective thirtieth day thereafter (Register 25, No. 2).
2. New subsection (c) filed 8-4-54; designated effective 7-1-55 (Register 54, No. 17).
3. Amendment filed 3-14-60 as an emergency; effective upon filing (Register 60, No. 6).
4. Certificate of Compliance—Section 11422.1, Gov. Code, filed 5-16-60 (Register 60, No. 12).
5. Amendment filed 2-23-62; effective thirtieth day thereafter (Register 62, No. 4).

8.1. Crediting Attendance in Original and Acquiring Districts. Attendance in districts defined in Section 11255 of the Education Code as "original district" and "acquiring district" shall be reported upon the forms provided by the Department of Education for the annual reporting of attendance in elementary schools, junior high schools, high schools, and junior colleges of the State, and in accordance with instructions provided thereon.

NOTE: Authority cited: Section 11255 (formerly 6907), Education Code. Issuing agency, Superintendent of Public Instruction.

History: 1. New section filed 3-6-56; effective thirtieth day thereafter (Register 56, No. 16).
2. Amendment filed 3-14-60 as an emergency; effective upon filing (Register 60, No. 6).
3. Certificate of Compliance—Section 11422.1, Gov. Code, filed 5-16-60 (Register 60, No. 12).

9. Attendance Accounting and Deductions for Absence. (a) **Kindergarten.** Attendance accounting shall be in accordance with Section 13558 of the Education Code. No absence of a pupil enrolled in a kindergarten for not less than the minimum school day shall be deemed an absence for apportionment purposes except when such absence is equal to the total school day prescribed for such kindergarten under Section 10952 of the Education Code. In the case of a kindergarten maintained for less than 180 minutes, but not less than 130 minutes, total days of apportionment attendance shall bear the same ratio to total recorded days of attendance as the number of minutes the class was maintained bears to 180 minutes.

(b) **Elementary Schools, Grades One Through Eight.** Attendance accounting shall be in accordance with Education Code Section 13558. No absence of a pupil enrolled for not less than the minimum school day in grades one through eight of the elementary schools shall be deemed to be an absence for apportionment purposes except when such absence is equal to the total school day prescribed under Section 10952 of the Education Code.

9. Attendance Accounting and Deductions for Absence.

(d) **Day Junior Colleges.** Attendance accounting shall be on forms approved by the State Department of Education. Attendance may be kept either on the positive basis or the deduction basis.

(1) If attendance is kept on the positive basis only the actual class hours of attendance, absence due to illness or quarantine, or absence for certain professional services, shall be recorded.

(2) If attendance is kept on the deduction basis, all absence is recorded in class hours and absence due to reasons other than illness or quarantine or for certain professional services is deducted from the total enrolled class hours for each individual student.

(3) In computing full or partial class hours in grades 13 and 14 of a junior college the following method shall be used:

(A) A continuous class period of not less than 50 minutes nor more than 60 minutes is 1 class hour of attendance.

(B) For a class period scheduled continuously not in excess of 120 minutes the length of the partial class hour is the number of minutes in excess of 50. The fractional part of such partial class hour shall be computed by dividing the number of minutes in the partial class hour by 60 except that not more than two class hours may be credited for any such class period scheduled continuously.

(C) For a class period scheduled continuously not in excess of 180 minutes the length of the partial class hour is the number of minutes in excess of 110. The fractional part of such partial class hour shall be computed as in (B) above except that not more than 3 class hours may be credited for any such class period scheduled continuously.

(D) For any class period scheduled continuously in excess of 180 minutes the partial class hour is the number of minutes in excess of all full 60 minute periods plus 10. The fractional part of such partial class hour shall be computed as in (B) above except that such computation shall never exceed 1 class hour.

No absence of a student enrolled in grades 13 and 14 of a junior college shall be deemed to be an absence for apportionment purposes except when such absence is equal to a full class period.

(e) **Period Attendance Reports.** In all types of secondary schools and classes, except junior college schools and classes, evening high schools, all classes for adults, and continuation schools and classes, each teacher shall be required to submit at least once each school day to the principal's office an attendance report listing the names of all pupils absent each period during the day. In junior college schools and classes, except classes for adults and summer sessions, each teacher shall be required to submit to the principal's office the names of all pupils absent during each census week specified. As used in this Section 9, "census week" means a week specified in subsections (a) and (b) of Section 11451 of the Education Code.

(f) **All Classes for Adults, Including Evening High Schools and Evening Junior Colleges; and Continuation Schools and Classes.** Attendance shall be recorded in clock hours for each pupil enrolled and shall be reported to the principal at least once each week.

No absence of a pupil enrolled in a class for adults, including evening high schools and evening junior colleges, or in a continuation school or class shall be deemed to be an absence for apportionment purposes except when such absence is equal to one clock hour.

(j) Attendance Accounting for Pupils Enrolled in Classes for Less Than One Full Clock Hour. Whenever a pupil is enrolled in a class where the class period is less than one full clock hour, the class period shall be the period of attendance. No absence of such pupil shall be deemed to be an absence for apportionment purposes except when such absence is equal to the full class period. The attendance accounting for such a class may be on either the positive or negative basis.

(1) In the case of a pupil enrolled in a remedial class for physically handicapped minors maintained in a school district by the county superintendent of schools, the attendance credited for such pupil in the remedial class shall be deducted from the apportionment attendance of the regular class in which the pupil is enrolled. The amount of attendance so deducted shall be credited to the county school service fund for both regular and excess expense apportionment.

(2) In the case of a pupil enrolled in a remedial class for physically handicapped minors maintained by the school district, no deduction on account of his attendance in the remedial class shall be made from the regular class attendance.

(k) Exclusion for Crediting Attendance. Notwithstanding any provision of this article to the contrary, if for any period of time during a pupil's regularly programmed school day the pupil attends a school sponsored function or engages in a school sponsored activity for which he pays an admission charge or a participation charge, for which period of time no attendance for apportionment purposes may be counted under Education Code Section 11251 or because an admission or participation charge is paid, only his actual attendance upon school or class may be counted for apportionment purposes, and such apportionment attendance shall be computed under subsection (i) of this section.

(*l*) Attendance Accounting for Pupils Excused From Regular Schools or Classes. (1) Whenever a pupil is excused from a school or class to attend or participate in a function or activity which does not meet the requirements of Section 11251 of the Education Code, only his actual attendance upon such school or class may be counted for apportionment purposes, and such apportionment attendance shall be computed under subsection (i) of this section.

(2) Whenever a pupil is enrolled in a work experience class, attendance for apportionment purposes shall be the sum of the hours of his actual attendance upon the regular school or class plus the hours of attendance in the work experience class which meet the requirements of Section 11251 of the Education Code. Such attendance shall be computed in accordance with subsection (i) of this section.

115.22. SCHOOL CREDIT. The district shall grant to a pupil for the satisfactory completion of work experience education credit in an amount not to exceed:

(b) **In Junior Colleges,** a total of 16 credit hours made up of one or a combination of two or more of the following types:

(1) **For Exploratory Work Experience Education:** Three (3) credit hours per semester with a maximum of one semester.

(2) **For General Work Experience Education:** Three (3) credit hours per semester with a maximum total of six (6) credit hours.

(3) **For Vocational Work Experience Education:** Four (4) credit hours per semester with a maximum total of sixteen (16) credit hours.

115.23. Pupil Qualifications. In order to qualify for participation in the work experience education program, a pupil shall:

(a) Have attained junior standing in high school or 16 years of age, except that, with specific authorization by the principal, individual pupils with exceptional needs who are 15 years of age may be enrolled.

(b) Be a full-time pupil. For the purposes of this section, a full-time pupil means one of the following:

(1) A legally indentured apprentice or a continuation pupil, regardless of the number of subjects or the secondary school in which he is enrolled.

(2) A high school pupil enrolled in four or more subjects, including work experience education as one of such subjects.

(3) A junior college pupil enrolled in 12 or more credit hours, including the credit hours for work experience.

(c) Have, if a high school pupil, parental or guardian approval.

(d) Have the approval of the school guidance service to enroll in the work experience education chosen.

(e) Have a vocational or educational goal to which the work experience education chosen will, in the opinion of the district, contribute.

115.24. Supervision. In carrying out its plan for work experience education, the district shall, in addition to meeting the requirements of Section 115.20, provide sufficient services for initiating and maintaining work stations, for co-ordinating the program, and for supervising the pupils, including but not being limited to:

(a) On-the-job observation of the pupil.

(b) Consultation with the employer.

(c) Written evaluation of the student's progress.

(d) Consultation with the student.

In the case of legally indentured apprentices, the requirements of this section shall not be deemed to prevent collaboration between the school administrators and the joint apprenticeship committee in order to avoid duplication of supervisory services.

115.25. Records. The district shall maintain records which shall include:

(a) A record of the type of work experience in which each pupil is enrolled, where he is employed, and the type of job held.

(b) A record of work permit issued if applicable.

(c) The employer's report of pupil attendance and performance on the job.

(d) The supervisor's report of his observations of the pupils.

(e) The supervisor's report of his consultations with employers.

(f) The supervisor's rating of each pupil, including grade.

115.26. Selection of Work Stations. In selecting and approving a work station for an individual pupil, the district shall observe the following criteria:

(a) The employer is in sympathy with the educational objective of providing work experience for the pupil.

(b) The employer knows of the intent and purpose of the work experience education program.

(c) The work station offers a reasonable probability of continuous employment for the pupil during the work experience period for which he is enrolled.

(d) The employer has adequate equipment, materials, and other facilities to provide an appropriate learning opportunity.

(e) Overall desirable working conditions prevail which will not endanger the health, safety, welfare, or morals of the pupils.

(f) The employer will provide adequate supervision to insure a planned program of the pupil's job activities in order that the pupil may receive maximum educational benefit.

(g) The employer, as required by law, will provide adequate compensation insurance.

(h) The employer will maintain accurate records of the pupil's attendance.

Article 13.5. Summer Schools Other than Classes for Adults, Evening High Schools and Evening Junior Colleges

116. Application of Article. This article applies to all summer schools except classes for adults, evening high schools and evening junior colleges.

Note: Authority cited for Article 13.5: Sections 152, 5554, 5720, 5752, and 6358, Education Code.

History: 1. New Article 13.5 (Sections 116, 116.1 and 117) filed 11-4-53; effective thirtieth day thereafter (Register 53, No. 20).
2. Repealer of Article 13.5 and new Article 13.5 (§§116, 116.1, 116.2, 116.3, 117) filed 2-23-62; effective thirtieth day thereafter (Register 62, No. 4).

necessary to carry on the educational program in adult education classes for prisoners. The board of supervisors shall specify in the agreement the total amount of money to be paid to the school district to meet the district's current expenses of instruction that are not reimbursed by state apportionments.

Article 14.3. Schools or Classes at Tuberculosis or Polio Wards, Hospitals or Sanatoriums Maintained by a County or Group of Counties.

129.50. Scope. The provisions of this article apply to a school district maintaining a school or classes at a tuberculosis or polio ward, hospital or sanatorium maintained by a county or group of counties.

NOTE: Authority cited for Article 14.3: Section 6852 (formerly 9652), Education Code. Issuing agency: Superintendent of Public Instruction.

History: 1. New Article 14.3 (Sections 129.50 through 129.53) filed 2-4-58; effective thirtieth day thereafter (Register 58, No. 3).

129.51. Maintenance. A school or classes at a tuberculosis or polio ward, hospital or sanatorium may be maintained by a school district for the level authorized by law, as a regular day elementary, high school, or junior college school or classes, an approved evening high school, an approved evening junior college, or approved classes for adults.

129.52. Administration and Counseling. (a) **Evening Schools and Classes for Adults.** The administration and counseling for evening schools and classes for adults shall be as set forth in Sections 122, 122.01, 122.02, and 122.1(a) of this title.

(b) **Regular Day Schools or Classes.** When the school is maintained as a regular day school or the classes are connected with a regular day school, the administration and counseling pattern shall be the same as that employed in other regular day schools of the district. However, if 75 percent or more of the enrollment in any junior college class so maintained consists of adults as defined in Education Code Section 6352, the provisions of Section 122.02 of this title shall apply to such class in regard to the assignment of personnel therein described.

History: 1. Amendment filed 3-14-60 as an emergency; effective upon filing (Register 60, No. 6).
2. Certificate of Compliance—Section 11422.1, Gov. Code, filed 5-16-60 (Register 60, No. 12).

129.53. Attendance Accounting. (a) A day of attendance for apportionment purposes is:

(1) For a pupil taught by individual instruction, as provided in Education Code Section 11202.

(2) For all other pupils, 180 minutes.

(b) **Counting Attendance.** Attendance shall be counted as specified in the indicated Education Code section or subsection of Section 9 of this title as follows:

(1) Evening schools and classes for adults—Section 9(f) of this title.

Article 15. Junior College Standards

130. State Aid. The provisions of this article, except Sections 131.5 and 131.6, are adopted under the authority of Education Code Section 25510, and comprise the rules and regulations affirming and fixing the minimum standards entitling districts to receive state aid for the support of junior colleges.

NOTE: Additional authority cited for Article 15: Section 5717 (formerly 8823), Education Code.

History: 1. Amendment filed 3-14-60 as an emergency; effective upon filing (Register 60, No. 6).
2. Certificate of Compliance—Section 11422.1, Gov. Code, filed 5-16-60 (Register 60, No. 12).
3. Amendment filed 2-25-63; effective thirtieth day thereafter (Register 63, No. 4).
4. Amendment filed 9-14-64 as an emergency; effective upon filing (Register 64, No. 19).
5. Certificate of Compliance—Section 11422.1, Government Code, filed 11-17-64; (Register 64, No. 23).

130.5. Basis of Courses Offered. (a) The governing board may by regulation offer courses in either or both of the following categories, and shall specify in its catalog the category or categories in which the course falls: (In the absence of such regulation a course will be presumed to be offered on a letter-grade basis.)

(1) Courses wherein all students are evaluated on a "credit-no credit" basis.

(2) Courses wherein each student may elect on registration, or within a reasonable time thereafter, whether the basis of his evaluation is to be a "credit-no credit" or a letter grade.

(b) All units earned on a "credit-no credit" basis in California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of junior college curriculum requirements, but such courses shall be disregarded in determining a student's grade point average for all purposes for which a grade point average is required.

(c) The governing board may authorize a student who has received credit for a course taken on a "credit-no credit" basis within the district to convert this grade to a letter grade by taking an appropriate examination.

NOTE: Authority cited: Sections 152 and 25510, Education Code.

History: 1. New section filed 10-13-67 as an emergency; effective upon filing (Register 67, No. 41).

131. Requirements. The governing board of each district maintaining one or more junior colleges shall, as to each junior college, comply with the following requirements:

(a) **Objectives.** The junior college shall have stated objectives of its instructional program and the functions which it undertakes to perform.

(b) **Curriculum.** The junior college shall establish such programs of education and courses as will permit the realization of the objectives and functions of the junior college. Such courses shall be submitted to the State Department of Education for prior approval on forms provided by the State Superintendent of Public Instruction. The Department of Education shall report to the State Board of Education at a fall and a spring meeting the actions which it has taken in approving the courses.

(c) **Faculty personnel.** The junior college must have an adequate teaching staff of scholarship, experience, and teaching ability for each major field of the curriculum.

(d) **Conditions of Instruction.** The junior college must have a sufficient number of faculty members to enable students to receive individual guidance and assistance in learning and to permit the continued professional growth of the faculty members.

(e) **Standards of Scholarship.** The governing board of the junior college shall have adopted regulations consistent with this section and Section 131.7, establishing standards of scholarship for the continuance of students in the junior college and for graduation. The governing board shall have adopted rules setting forth the circumstances that shall warrant exceptions to the dismissal requirements herein set forth and shall file a copy of such rules with the State Board of Education. The regulations shall provide, among other things, that appropriate records shall be kept of every instance in which a student is so excepted. The standards shall be published in the college catalog under appropriate headings.

(1) Minimum standards shall require that a student be placed on probation and immediately notified that his performance is deficient or he shall be dismissed, in accordance with the requirements shown in the following table:

Grades Received	Grade Status Requiring Probation	Grade Status Requiring Dismissal
All of his grades are "credit-no credit" grades	"No-credit" grades in at least ⅓ but not ½ of units herein designated for a student in his status	"No-credit" grade in ½ or more of all units attempted in each of 3 consecutive semesters (5 consecutive quarters)
All of his grades are letter grades. Grade points are calculated as follows: A-4 grade points B-3 grade points C-2 grade points D-1 grade points F-no grade points	Grade point average for units herein designated for a student in his status is less than 2.0 but not less than 1.75	Grade point average of all units attempted in each of 3 consecutive semesters (5 consecutive quarters) is less than 1.75
Some of his grades are letter grades and some "credit-no credit" grades	Grade status in all units in each category falls in the applicable foregoing description	Grade status in all units so attempted in each category falls in the applicable foregoing description

STUDENT STATUS	UNITS DESIGNATED
He is transferring to the junior college	All units previously attempted in any college or university and in grades 13 and 14 of a junior college
He is a full-time student	Units attempted in grades 13 or 14 during the semester or quarter immediately preceding
He is a part-time student and has attempted in any college or university, or grades 13 or 14 of a junior college, a total of 12 semester units (or the equivalent of quarter units)	All units so attempted

(2) Minimum standards shall require that a student who has been dismissed shall not be reinstated until one semester (or if the college is on the quarter system, two quarters) has elapsed after the dismissal, unless the student comes within an exception set forth in rules adopted by the governing board.

(f) **Library.** The junior college shall have adequate working collections of books for each major field of the curriculum and to which new accessions must be made in accordance with student enrollments.

(g) **Laboratories, Shops, and Facilities.** The junior college shall have adequate equipment, materials, and furnishings for courses offered in agriculture, business and commercial education, fine arts, home economics, industrial and technical training, music, natural and physical sciences, and physical and health education.

(h) **Counseling Services.** The junior college shall have an adequate counseling staff, both in training and experience, and shall have established procedures, to provide, and shall provide, the following counseling services:

(1) Assisting each student in the college

(A) To determine his educational goal,

(B) To make a self-appraisal toward progress toward his goals.

(2) Providing each first-time freshman described in (A) or (B) who is enrolled in more than six units special individual or group counseling and guidance, arranging a study load suitable to his needs, and keeping an appropriate record of the student.

(A) He is a high school graduate, his scores on a qualifying test or tests were below an acceptable minimum for the college of attendance, and his grade point average in the last three years in high school was less than 2.0 (grade C on a five point scale with zero for an F grade), excluding only physical education and military science; or

(B) He is not a high school graduate, and his scores on a qualifying test or tests were below an acceptable minimum for the college of attendance and his grade point average in the years of high school attendance was less than 2.0 (grade C on a five point scale with zero for an F grade), excluding only physical education and military science.

(3) Providing to each student who is on probation individual counseling and guidance service, including regulation of his program according to his aptitude and achievements.

NOTE: Authority cited: Sections 152 and 25510, Education Code.

History: 1. Amendment filed 9-24-59; effective thirtieth day thereafter (Register 59, No. 16).
2. Amendment filed 2-25-63; effective thirtieth day thereafter (Register 63, No. 4).
3. Amendment filed 10-21-66; designated effective 7-1-67 (Register 66, No. 36).
4. Amendment filed 6-15-67 as an emergency; effective upon filing (Register 67, No. 24).
5. Amendment of subsection (e) filed 10-13-67 as an emergency; effective upon filing (Register 67, No. 41).

131.5. Criteria and Standards for Graded Junior College Courses in Grades 13 and 14. (a) **Definition.** For the purposes of this subsection, a course of study is defined as an organized sequence of courses of a college within a given subject area.

(b) **Criteria.** A graded course (class) in grade 13 or grade 14 shall possess one or more of the following characteristics:

(1) The course provides credit toward an associate degree; is normally considered of collegiate level; and is approved by the State Board of Education as a component of,

a prerequisite to, or eligible as a required or elective course within, a course of study which leads toward an associate degree.

(2) The course is approved by the State Board of Education, and is part of an occupational course of study of beyond high school level within the scope of the term "vocational and technical fields leading to employment" as the term is used in Education Code Section 22651 which leads toward an associate degree, an occupational certificate, or both.

(3) The course is approved by the State Board of Education and is recognized upon transfer by the University of California, a California state college, or an accredited independent college or university in California, as a part of:

(A) The required preparation toward a major;

(B) The general, or general education, requirement;

or

(C) The permissible or recommended elective credits.

(c) **Standards.** Any course meeting one or more of the above criteria shall meet all of the following standards:

(1) It is a course, approved by the State Board of Education, the content of which is organized to meet the requirements for the associate degree as specified in Section 131.7 or the requirements for an occupational certificate and is a part of a course of study not exceeding 70 units in length.

(2) It must be offered as described in the college catalog or a supplement thereto which provides an appropriate title, number, and accurate description of course content. A course outline is available at the college. Course requirements and credit awarded are consistent with Education Code Section 25518.5.

(3) It is a course in which are enrolled only those students who have met the prerequisites for the course.

(4) It is subject to the published standards of matriculation, attendance and achievement of the college, and the enrollees are awarded marks or grades on the basis of methods of evaluation set forth by the college and are subject to the standards of retention set forth in Section 131 or to such additional standards as may be established by the governing board of the district.

(5) It is a course in which enrollment shall not be repeated except in unusual circumstances and with the prior written permission from the district superintendent or his authorized representative or representatives.

Note: Additional authority cited: Section 5718.5, Education Code.

History: 1. New section filed 2-25-63; effective thirtieth day thereafter (Register 63, No. 4).
2. Amendment filed 6-15-67 as an emergency; effective upon filing (Register 67, No. 24).
3. Refiled 10-13-67 as an emergency; effective upon filing (Register 67, No. 41).

131.6. Academic Senates or Faculty Councils. (a) For the purposes of this section:

(1) "Faculty" means those certificated persons who teach full time in a junior college or other full-time certificated persons who do not perform any services for the college that require an administrative or supervisory credential.

(2) "Academic senate" or "faculty council" means an organization formed in accordance with this section whose primary function is, as the representative of the faculty, to make recommendations to the administration and the governing board of a school district with respect to academic and professional matters.

(b) In order that the faculty may have a formal and effective procedure for participating in the formation of district policies on academic and professional matters described in (a)(2), the faculty first must decide by secret ballot to have an "academic senate" or "faculty council," in which case the governing board of each school district shall establish such an "academic senate" or "faculty council" in each junior college by authorizing the faculty to:

(1) Fix, and amend, by vote of the faculty, the composition, structure, and procedures of the academic senate or faculty council.

(2) Select, in accordance with accepted democratic election procedures, the members of the academic senate or faculty council.

(c) After consultation with the administration, the academic senate or faculty council may present its written views and recommendations to the governing board. The governing board shall consider and respond to such views and recommendations.

(d) Upon the request of the academic senate or faculty council and subject to Government Code Sections 54950 ff. (the Brown Act), when applicable, the governing board, or such board members or administrative officers as it may designate, shall meet and confer with representatives of the academic senate or faculty council with respect to recommendations made or proposed to be made by the senate or council. The designation of board members or administrative officers as provided herein shall not preclude the representatives of an academic senate or a faculty council from meeting with, or appearing before, the governing board with respect to the views, recommendations, or proposals of the senate or council at a regular or special meeting of the board.

'e. The academic senates or faculty councils may assume such responsibilities and perform such functions as may be requested of it by the administration or board of trustees.

NOTE: Authority cited: Sections 152 and 22650, Education Code.

History: 1. New section filed 9-14-64 as an emergency; effective upon filing (Register 64, No. 19).

2. Certificate of Compliance—Section 11422.1, Government Code, filed 11-17-64 (Register 64, No. 23).

3. Amendment of subsections (c) and (d) and new subsection (e) filed 7-19-67; effective thirtieth day thereafter (Register 67, No. 29).

131.7. Requirements for Degrees and Certificates. (a) The governing board of a school district maintaining a junior college shall

confer the degree of associate in arts upon the satisfactory completion in grades 13 and 14 of from 60 to 64 semester hours of work in a curriculum which the district accepts toward the degree (as shown by its catalog) and which includes the requirements listed in (1) through (5), provided that 12 of the required credit hours were secured in residence at that junior college. (The governing board may make exceptions to the residence requirement in any instance in which the governing board determines that an injustice or hardship would otherwise be placed upon an individual student.) "Satisfactory completion" means either credit earned on a "credit-no credit" basis or a grade point average of 2.0 (grade C on a five point scale with zero for an F grade) or better in 13th and 14th year graded courses in the curriculum upon which the degree is based.

(1) A major consisting of at least 20 semester hours in a specified field of study;

(2) Three semester hours in the Constitution of the United States, and in American history, including the study of American institutions and ideals, and of the principles of state and local government established under the Constitution of this State, and the satisfactory passing of an examination on said courses;

(3) Two semester hours of community and personal hygiene; except that a junior college student, whose parents or guardian state in writing that the course in community and personal hygiene is contrary to the religious beliefs of the student, may be excused from such course and permitted to substitute a two-hour course in a field or fields specifically designated by the governing board of the district in lieu of the required two-hour course in community and personal hygiene.

(4) Two semester hours in physical education earned at the rate of one-half credit per semester for a minimum of 120 minutes per week in directed physical education activities, except as a student may be exempted in accordance with Section 8162, Education Code; and

(5) Such requirements in oral and written English as the governing board of the school district may establish.

(b) The governing board of a school district maintaining a junior college may confer the degree of associate in science upon the satisfactory completion in grades 13 and 14 of a minimum of 60 semester hours of work which shall satisfy all the requirements for an associate in arts degree, and which work shall include a major of at least 20 semester hours in any of the following fields: engineering, physical and biological science, vocational-technical curriculums.

(c) The governing board of a school district maintaining a junior college shall award the appropriate diploma or degree whenever a student shall have completed all requirements of a full curriculum of the junior college without regard to the length of time actually taken by the student to complete such requirements. The governing board shall

grant to any student who satisfactorily completes the requirements of any course of study in less than the prescribed time the full number of semester hours scheduled for such course.

(d) The governing board of a school district maintaining a junior college shall issue a certificate of achievement (as determined by the governing board and specified in the catalog) to any student who successfully completes any course of study or curriculum in length less than the full number of years and grades maintained by the junior college.

(e) The governing board of a district maintaining a junior college may grant credit (but it shall not count toward the 12 semester hours of credit in residence required in (a)) to any student who satisfactorily passes an examination approved and conducted by proper authorities of the college. Such credit may be granted only:

(1) To a student who is registered at the college and in good standing.

(2) For a course listed in the catalog of a California public junior college.

(3) In an amount not greater than the credit listed for the course.

NOTE: Additional authority cited: Sections 7801, 25510 and 25518.6, Educational Code.

History: 1. New section filed 12-4-62; effective thirtieth day thereafter (Register 62, No. 25).
2. Amendment filed 1-19-66, effective thirtieth day thereafter (Register 66, No. 2).
3. Amendment filed 10-21-66; designated effective 7-1-67 (Register 66, No. 36).
4. Amendment filed 6-15-67 as an emergency; effective upon filing (Register 67, No. 24).
5. Amendment filed 10-13-67 as an emergency; effective upon filing (Register 67, No. 41).

132. Reports. The governing board of each district maintaining one or more junior colleges must submit annually to the State Department of Education, at a date fixed by the State Superintendent of Public Instruction and upon forms prescribed by him, evidence that each junior college maintained by the district has complied with the minimum standards prescribed in this article.

Article 15.1. Junior College Nonresident Fees

132.1. Definitions. As used in Education Code Section 25505.5 and this article, each of the following terms has the meaning herein ascribed to it:

(a) **Foreign Student.** "Citizens of a foreign country," "residents of a foreign country," and "foreign students," as used in Education Code Sections 25505 and 25505.5, mean persons who are both citizens and residents of a foreign country. For purposes of reporting to the State Department of Education, all the persons listed in the previous sentence shall be referred to as "foreign students."

(b) **Military Personnel.** "Military personnel" means active members, in full-time service, of the United States Army, Navy, Marine

75789-C—250 10-67 2,250
12916-C—300 10-67 4,750

Corps, Air Force, or Coast Guard. (This does not include members of the National Guard, Army National Guard of the United States, or the Air National Guard of the United States; members of the reserve; or civilian employees. It does not include members of the Coast and Geodetic Survey, Public Health Service, or other organizations when assigned to and serving with the armed services.)

(c) **Dependents of Military Personnel.** A dependent of military personnel is one of the following:

(1) The spouse of a person who is of the military personnel.

(2) A person who has not completed 75 semester units of college work and who receives more than half of his support from his parent who is of the military personnel.

NOTE: Authority cited: Sections 152 and 25505.5, Education Code.

History: 1. New Article 15.1 (Sections 132.1—132.4) filed 12-18-63; effective thirtieth day thereafter (Register 63, No. 25).

132.2. Determination of Residency. The form employed by the school district for enrolling a student shall include, but not necessarily be limited to, questions specified by the Superintendent of Public Instruction to be used uniformly throughout the State for the purpose of

ascertaining residence. The district board of education shall establish procedures for reviewing such statements of residence.

132.3. Forms and Reporting. Junior colleges shall report the information required by Education Code Section 25505.5 in accordance with instructions on forms provided by the Superintendent of Public Instruction.

132.4. Per-unit Tuition Fee. The "per-unit tuition fee" established for nonresident students by the State Board of Education on or before January first of each year shall be applicable to the tuition charges for the succeeding fiscal year. Whenever a district maintains a summer session, the "per-unit tuition fee" shall be that established by the Board for the fiscal year in which the summer session ends.

For each semester or summer school session, the nonresident tuition fee for a student enrolled for less than 15 semester units of credit, or the equivalent is the "per-unit tuition fee" multiplied by the number of semester units of credit for which the student is enrolled. For each semester or summer school session, the nonresident tuition fee for a student enrolled for 15 or more semester units of credit is the "per-unit tuition fee" multiplied by 15.

Article 15.5. Boundaries of School Districts

133. Petition Set for Hearing by Secretary of Board. Except as may be otherwise provided by law, the Secretary of the State Board of Education, upon the receipt by him of any petition addressed to the board upon which the board is required or authorized by law to act and which affects the boundaries of an existing school district or school districts, shall set the petition for hearing by the board at the first meeting thereof which will occur not less than 15 days after the receipt thereof by him and shall, not less than 10 days prior to said meeting of the board, forward a written notice by United States registered mail to the governing board of each school district affected of the time and place when and where the petition will be heard by the board and shall attach to said notice a copy of such petition.

History: 1. Amendment filed 11-1-65 (Register 3).

Article 15.7. School District Organization

135.1. Authority. The provisions of this article are adopted under the authority of Section 3051 of the Education Code, which requires the State Board of Education to (1) determine policies for, direct, and govern a statewide survey of all local school districts for purposes of effecting feasible unifications or other reorganization of school districts; (2) approve plans for the unification or other reorganization of school districts which have been formulated by county committees on school district organization; and (3) establish standards

which shall be applied in approving plans for the unification or other reorganization of school districts.

NOTE: Authority cited for Article 15.7: Section 3051 (formerly 4665), Education Code.

History: 1. New Article 15.7 (Sections 135.1 to 135.4, incl.) filed 7-14-53; effective thirtieth day thereafter (Register 53, No. 12).
2. Amendment filed 3-14-60 as an emergency; effective upon filing (Register 60, No. 6).
3. Certificate of Compliance—Section 11422.1, Gov. Code, filed 5-16-60 (Register 60, No. 12).
4. Amendment of Article 15.7 (§§ 135.1-135.4) filed 5-1-63; effective thirtieth day thereafter (Register 63, No. 7).

135.2 Intent and Policy. In discharging its responsibility to review and act upon the merits of each proposal submitted, it is the intent of the State Board of Education to use its authority to effect district organization that will provide for maximum improvement in the educational program, and for maximum recognition of the principle of equal educational opportunity for children. The State Board of Education recognizes that this is the intent also of the several county committees on school district organization whose responsibility under law is to formulate plans and recommendations for the organization of school districts.

The standards contained in this article are intended to provide direction for county committees on school district organization in the conduct of surveys and studies and in the formulation of plans and recommendations. They are minimum standards. Plans and recommendations formulated by county committees on school district organization, whenever possible, shall be based upon standards that exceed these minimum standards.

In formulating plans and recommendations for a particular area, county committees on school district organization shall study alternate proposals for organization of the area and shall determine the extent to which each alternate proposal meets or exceeds the minimum standards. Plans and recommendations, submitted by county committees on school district organization to the State Board of Education for approval, which do not provide for maximum improvement in the educational program and for maximum recognition of the principle of equal equcational opportunity for children shall be justified by evidence contained in the report of the county committee on school district organization that other alternate proposals had been considered and for reasons listed in the report had been rejected by vote of the county committee or had not been approved by vote of the augmented county committee as a plan and recommendation.

It shall be the policy of the State Board of Education to encourage and give primary consideration to the formation of adequate unified school districts inasmuch as the adequate unified school district provides the greatest opportunity for continuous improvement of the educational program and for effective and efficient use of school funds. Other types of reorganization will be considered when they will improve educational opportunity, constitute an intermediate step toward the subsequent formation of or inclusion in a unified school district or do not place obstacles in the way of the future inclusion in a satisfactory unified school district.

tional services to both pupils and staff to be furnished effectively by the district directly at reasonable cost per pupil.

Whenever a proposed unified school district consisting of the area of a single high school district has an enrollment of at least 2,000 pupils in grades kindergarten through 12, and complies with other standards set forth in this section, it may be considered for the formation of a separate unified district. Whenever a proposed unified school district consisting of the area of a single high school district has an enrollment of less than 2,000 pupils in grades kindergarten through 12, it should be combined to obtain the advantages of a larger administrative unit unless isolation or sparsity of population makes such combination impractical.

(c) **Financial Ability.** The proposed school district should be planned to effect the greatest possible equalization of the local tax base for the support of the educational program. Areas of high assessed valuation per pupil or of low assessed valuation per pupil should not be planned as separate districts. Special attention to this standard should be given if the proposed school district contains fewer than 10,000 pupils. Whenever a plan and recommendation submitted to the State Board of Education does not meet this standard, evidence shall be contained in the report of the county committee that further equalization of the local tax base was considered but, by vote of the augmented county committee, could not be achieved and that the proposed district, under foreseeable circumstances, will have sufficient financial support to operate an adequate educational program.

(d) **Division of Existing Elementary, High School or Unified School Districts.** Existing elementary, high school, or unified districts should not be divided into two or more unified school districts unless (1) each resulting proposed district is adequate in terms of the number of pupils enrolled and in terms of financial ability (assessed valuation per pupil in each proposed district should not deviate materially from the assessed valuation per pupil of the original district proposed to be divided), and (2) in each area there exists a clearly defined separate community identity. Whenever a plan and recommendation is submitted to the State Board of Education which provides for the division of an existing elementary, high school, or unified school district, the county committee shall include in its report the plans of the county committee for all of the territory in the school district proposed to be divided.

Whenever a plan and recommendation of a county committee provides for the division of an existing elementary, high school, or unified district, and such division would result in the change of attendance centers for large numbers of children, the county committee shall include in its report evidence that such change does not require unreasonable expenditures for additional school facilities nor result in present facilities being unused for an extended period of time, and that such change may be accomplished without serious impairment or disruption of the educational program of the children.

199.4. Case Studies. Individual case study records shall be kept of all pupils placed in such schools or classes.

199.5. Length of School Day. For apportionment purposes, 180 minutes, inclusive of recesses, shall constitute a minimum school day. No child shall be credited with more than one day of attendance in any one calendar day.

Article 21.1. Advance Apportionments for the Education of Mentally Retarded and Physically Handicapped Minors

199.6. Application. Whenever the governing board of a school district establishes (1) special training schools or classes for mentally retarded minors coming within the provisions of Education Code Section 6903 or (2) special schools, classes or integrated programs where a qualified special teacher is provided for the education of physically handicapped minors coming within the provisions of Education Code Sections 6801 and 6802, and desires an advance apportionment pursuant to Chapter 9 of Division 6 of the Education Code, the board may apply in writing, prior to September 1 of the school year in which the instruction is or will be started, to the Superintendent of Public Instruction in the form and manner prescribed in this section.

The original and one copy of the application shall be forwarded to the office of the county superintendent of schools. After his review and approval of the data presented therein, the county superintendent shall forward the original application to the State Department of Education, Bureau of School Apportionments and Reports. The application shall be worded as follows:

To: Superintendent of Public Instruction
State Department of Education

SUBJECT: Application for an Advance Apportionment

The governing board of the _____ of _____,
(Name of school district) (Name of county)

California, hereby requests that the Superintendent of Public Instruction make an advance apportionment for the education of mentally retarded minors coming within the provisions of Education Code Section 6903 (formerly 9801.2) and/or physically handicapped minors coming within the provisions of Education Code Sections 6801 and 6802 (formerly 9601 and 9602) based upon the following information:

	Mentally retarded (E. C. 6903)	Physically handicapped (E. C. 6801, 6802)
1. Number of minors who will be attending such schools and classes		
residing in applicant school district	_____	_____
residing in adjacent school district	_____	_____
2. Estimated a.d.a. for school year_____	_____	_____
3. Identification of each special training school or class and date of establishment		

_____ _____
(Name) (Date)

_____ _____
(Name) (Date)

Article 22. Tuition Charges.

199.7. Definitions Under Education Code Section 20201. (a) **Total Current Expense of Education.** The term "total current expense of education, exclusive of the expense for transportation of pupils," as used in Education Code Section 20201, means the current expense of education for grades 13 and 14 of the district as defined in Part II of the California School Accounting Manual for classes of expenditures described in Class 100 through Class 800, exclusive of Class 500, "Pupil Transportation Services." Where cost accounting for grades 13 and 14 is not employed, the total current expense of education for grades 13 and 14 shall be an amount computed by adding to the direct current expenses of education in such classes of expenditures for grades 13 and 14 a prorated amount of other current expenses of education in such classes of expenditures for grades 13 and 14.

(b) **Actual Expense of Transportation.** The "actual expense of transportation" is the amount computed, as hereinafter in this section provided, for transportation between home and school of all junior college pupils in grades 13 and 14 residing in a county and not in any district maintaining a junior college, plus the amount computed, as hereinafter in this section provided, for other than home-to-school transportation for such pupils.

(c) **Computation for Home-to-School Transportation.** The amount for transportation of such pupils between home and school shall be computed by using any one or a combination of the following alternate methods:

(1) When one or more vehicles are used to transport between home and school pupils in grades 13 and 14 residing in one county and not in a district maintaining a junior college and 90 percent of the pupils regularly so transported in each vehicle are such pupils, the actual expense of such transportation shall be computed by multiplying the number of miles the one or more vehicles traveled to provide such transportation by the average cost per mile of all vehicles operated by the district to transport pupils during the fiscal year.

(2) When one or more vehicles are used to transport between home and school pupils in grades 13 and 14 residing in two or more counties and not in any district maintaining a junior college and 90 percent of the pupils regularly so transported in each vehicle are such pupils, the actual expense of such transportation shall be computed by multiplying the miles traveled to provide such transportation by the average cost per mile of all vehicles operated by the district to transport pupils during the fiscal year, and such expense shall be prorated among the two or more counties in the following manner:

(A) The distance measured by the nearest traveled road from the school of attendance to the most distant point in a county to which transportation is provided shall be determined.

(B) A percentage for each county shall be determined by dividing the distance for each county measured as provided in (A) above by the sum of the distances so measured for each county.

(C) The percentage for each county shall be multiplied by the amount to be prorated.

(3) When vehicles are used for the transportation between home and school of pupils in grades 13 and 14 residing in a county and not in any district maintaining a junior college and for the transportation between home and school of other pupils, regardless of the respective percentages of the pupils, the actual expense of transportation of pupils in grades 13 and 14 who reside in a county and not in any district maintaining a junior college shall be computed by any one of the following methods:

(A) The product obtained by multiplying the average number of pupils per bus transported one way daily

by the total miles traveled in providing all transportation between home and school shall be divided into the total expense of providing home-to-school transportation, and the quotient so obtained shall be multiplied by the product obtained by multiplying the number of pupils in grades 13 and 14 residing in a county and not in any district maintaining a junior college by the total miles traveled to provide such pupils transportation. When daily records of the number of pupils transported are not kept by a district, the average number of pupils transported for the purpose of this subsection shall be determined by the district by a survey on or about October 1st, December 1st, February 1st, and May 1st by counting the number of pupils transported one way between home and school, designating separately by name those pupils residing in a county and not in a district maintaining a junior college.

(B) The product obtained by multiplying 75 percent of the average number of seats in each vehicle operated by the district to transport pupils by the total number of miles traveled by all vehicles in home-to-school transportation shall be divided into the total expense of providing home-to-school transportation, and the quotient so obtained shall be multiplied by the product obtained by multiplying the number of pupils in grades 13 and 14 residing in a county and not in any district maintaining a junior college by the number of miles traveled to provide such pupils transportation.

(C) The sum of the miles each pupil was transported between home and school shall be divided into the total expense of transporting all pupils between home and school, and the quotient so obtained shall be multiplied by the sum of the miles each pupil in grades 13 and 14 residing in a county and not in any junior college was transported. When daily records of the miles each pupil is transported are not kept by a district, the sum of the miles each pupil was transported for the purpose of this subdivision shall be determined by the district by a survey on or about October 1st, December 1st, February 1st, and May 1st by measuring the number of miles one way that each pupil is transported between home and school, designating separately by name those pupils residing in a county and not in a district maintaining a junior college.

(4) When one or more vehicles are used to transport between home and school pupils in grades 13 and 14 residing in one county and not in a district maintaining a junior college,

the actual expense of transportation shall be the total of the expenses recorded in those cases meeting both of the following conditions:

(A) The vehicles are used exclusively for such pupils.

(B) The accounting system of the district employs separate recording of the expenses of such transportation.

Total expense of providing home-to-school transportation shall be determined for the purposes of this subsection (3) by multiplying the number of miles traveled in providing such transportation by the average cost per mile to the district of providing all pupil transportation.

(d) **Computation for Transportation Other Than Home-to-School.** The amount for providing transportation other than home-to-school transportation for pupils in grades 13 and 14 residing in a county and not in any junior college district shall be computed as either (1) that amount which is the same percent of the total expense of providing transportation other than home-to-school transportation as the amount computed for home-to-school transportation is of the total expense of providing home-to-school transportation; or (2) that amount which is the same percent of the total expense of providing other than home-to-school transportation for grades 13 and 14 as the average daily attendance of pupils in grades 13 and 14 residing in a county and not in any junior college district is to the average daily attendance of all pupils in grades 13 and 14.

(e) **"Expense" Defined.** The term "expense," as used in subsection (b) of this section, means current expenses as defined in Section 1285 of this title.

NOTE: Authority cited for Article 22 (Sections 199.7 and 199.8): Sections 20201 and 5659 (formerly 7231 and 8728), Education Code. Issuing agency: Superintendent of Public Instruction.

History: 1. Amendment filed 3-14-60 as an emergency; effective upon filing (Register 60, No. 6). For prior history, see Register 59, No. 8.
2. Certificate of Compliance—Section 11422.1, Gov. Code, filed 5-16-60 (Register 60, No. 12).
3. Amendment filed 12-16-64; effective thirtieth day thereafter (Register 64, No. 25).

(b) **Actual Expense of Transportation.** The "actual expense of transportation" is the amount computed, as hereinafter in this section provided, for transportation between home and school of all high school pupils in grades 9 through 12 residing in a county and not in any district maintaining a high school, plus the amount computed, as hereinafter in this section provided, for other than home-to-school transportation for such pupils.

(c) **Computation for Home-to-School Transportation.** The amount for transportation of such pupils between home and school shall be computed by using any one or a combination of the following alternate methods:

(1) When one or more vehicles are used to transport between home and school pupils in grades 9 through 12 residing in one county and not in a district maintaining a high school and 90 percent of the pupils regularly so transported in each vehicle are such pupils, the actual expense of such transportation shall be computed by multiplying the number of miles the one or more vehicles traveled to provide such transportation by the average cost per mile of all vehicles operated by the district to transport pupils during the fiscal year.

(2) When one or more vehicles are used to transport between home and school pupils in grades 9 through 12 residing in two or more counties and not in any district maintaining a high school and 90 percent of the pupils regularly so transported in each vehicle are such pupils, the actual expense of such transportation shall be computed by multiplying the miles traveled to provide such transportation by the average cost per mile of all vehicles operated by the district to transport pupils during the fiscal year, and such expense shall be prorated among the two or more counties in the following manner:

(A) The distance measured by the nearest traveled road from the school of attendance to the most distant point in a county to which transportation is provided shall be determined.

(B) A percentage for each county shall be determined by dividing the distance for each county measured as provided in (A) above by the sum of the distances so measured for each county.

(C) The percentage for each county shall be multiplied by the amount to be prorated.

(3) When vehicles are used for the transportation between home and school of pupils in grades 9 through 12 residing in a county and not in any district maintaining a high school and for the transportation between home and school of other pupils, regardless of the respective percentages of the

SUBCHAPTER 4.3. JUNIOR COLLEGE CONSTRUCTION ACT

Article 1. General Provisions

980. General Provisions. For the purposes of administration of the Junior College Construction Act, the provisions of this chapter apply.

NOTE: Authority cited: Section 20025, Education Code. Reference: Sections 20010–20046, Education Code.

History: 1. New subchapter 4.3 (§§980 through 990) filed 9-17-65 as an emergency; effective upon filing (Register 65, No. 17).
2. Certificate of Compliance—Section 11422.1, Government Code, filed 11-17-65 (Register 65, No. 22).

981. Definitions. (a) "Student contact hours" means the actual or estimated total number of programmed class periods per week for a student.

(b) "Newly formed junior college district" means a district that became effective for all purposes on or after July 1, 1960. In order to avoid application of the provisions of Education Code Section 20017 relating to the reduction in weekly student contact hours, a newly formed junior college district or its predecessor shall have indicated in its application that the required amount has been dedicated and has been or will be expended or committed not later than 36 months following the deadline date for filing the application. Expenditures include both those eligible under Education Code Section 20015 and those which are not. It also includes any expenditures of rental of facilities.

(c) "A small junior college district" means a district with less than 1,000 average daily attendance of district resident students in regular day-graded junior college classes.

History: 1. Amendment filed 11-24-65 as an emergency; effective upon filing (Register 65, No. 23).
2. Certificate of Compliance—Section 11422.1, Government Code filed 1-19-66 (Register 66, No. 2).

982. Applications. All applications for assistance under the Junior College Construction Act (Chapter 18 of Division 14 of the Education Code) shall be made on forms prescribed and furnished by the Superintendent of Public Instruction and shall be mailed to the Bureau of Junior College Education, State Department of Education, 721 Capitol Mall, Sacramento, California 95814.

Article 2. Projecting District Enrollments

985. Definitions. Terms employed in forms of the State Department of Finance and the State Department of Education used for the purpose of projection of enrollments have the meaning specified in the *Handbook of Definitions* issued by the Bureau of Junior College Education, State Department of Education.

986. Projecting Day-Graded Enrollments. The projected growth in resident day-graded enrollment determined for each district by the State Department of Finance shall be developed by utilizing the procedure specified in the *Handbook of Definitions* mentioned in Section

985. Exceptions to the procedure may be made by the State Department of Finance for newly formed junior college districts or for other districts where unusual circumstances justify them, and each exception shall be noted and reported to the State Department of Education.

Article 3. Determining Capacity of Existing Facilities and Planning Future Facilities

990. Definitions. (a) "Temporary facility" means a building that will be demolished or replaced upon completion of the project for which an application has been submitted.

(b) "Rented or leased facility" means a facility for which rental or lease costs are paid and the use of which will be discontinued upon the completion of the project for which an application has been submitted.

(c) Types of rooms and their codes, standard abbrebiations, and definitions are the same as those used in the *Instructions for Forms P–1 and P–2 (California Public Higher Education Cost and Statistical Analysis)*, issued by the Coordinating Council for Higher Education.

(d) Standard classifications of subject matter and their codes, standard abbreviations, and definitions are the same as those used in the *Standard Classification of Subject Fields and Services (California Public Higher Education Cost and Statistical Analysis)*, issued by the Coordinating Council for Higher Education.

(e) All other definitions contained in the publications described in (c) and (d) apply.

(f) Definitions of capacity and utilization contained in the *Handbook of Definitions* mentioned in Section 985 apply.

991. Standards. The following computed capacity and utilization standards will, unless it is determined by the Bureau of Junior College Administration and Finance in consultation with the Department of Finance that extraordinary conditions exist, apply:

(a) Classroom and seminar room use will be not less than 34 hours per 45 hour week. Small junior college districts as defined in Section 981(c) will apply a 27 hour per 45 hour week standard.

(b) Laboratory room use will be not less than 25 hours per 45 hour week. Small junior college districts as defined in Section 981(c) will apply a 20 hour per 45 hour week standard.

(c) Classroom and seminar room station occupancy will be not less than 66 percent of capacity.

(d) Laboratory room station occupancy will be not less than 85 percent of capacity.

(e) The computed space per station in both existing and future classroom, seminar room, and service areas will be 15 square feet per student station.

(f) In determining the capacity of existing facilities, the number of classrooms and seminar stations will be computed on the basis of (e). The number of laboratory stations will be determined by an actual count of stations.

(g) The formula for determining the assignable space for future classrooms and seminar rooms per projected 100 weekly student contact hours is:

$$\frac{\text{Assignable square feet per station}}{\text{Room use standard} \times \text{station occupancy standard}} \times 100$$

(h) In determining the computed capacity of future laboratory and service area facilities, the following space allocations by standard classification of subject matter will be applied on a campus-wide basis:

MAXIMUM LABORATORY SPACE STANDARDS FOR PLANNING NEW LABORATORY AND SERVICE AREA FACILITIES, CALIFORNIA JUNIOR COLLEGES

Standard Classification Code	*Subject Grouping*	*ASF/STN*	*ASF/100 WSCH*
1200	Bio. Sciences	55	280
4100, 4200, 4500	Arts	65	305
4700, 4400, 4800, 4900	Language and Literature	40	190
2400	Mathematics	30	140
2600	Physical Sciences	60	280
2000	Social Sciences	30	140
6100	Agriculture	150	705
6200	Business	30	140
6300	Education	–	–
6400	Home Economics	60	280
6500	Applied Gr. Arts	80	375
6600	Health Services	50	235
6700	Pub./Pers. Serv.	50	235
6801	Aero. Tech.	175	820
6802	Air Cond.	130	610
6803	Bldg. Trades	175	820
6804	Ceram. Tech.	40	190
6805	Chem. Tech.	70	330
6806	Culinary	–	–
6807	Draft Tech.	60	280
6808	Electrl. Tech.	70	330
6809	Electr. Mech.	100	470
6810	Electron. Tech.	60	280
6811	Engin. Gen.	90	425
6812	Engin. Tech.	70	330
6813	Ind. Mgt. Supv.	–	–
6814	Ind. Tech.	75	350
6815	Mechanical--Auto	200	940
6816	Metallurgical Tech.	65	305
6817	Metal Trades	130	610
6818	Textile Tech.	120	565
6819	Welding	90	425
6890	Other Trade Tech.	75	352

(i) All office space (academic offices, administrative and clerical offices, office service rooms, and conference rooms) will be computed at 140 assignable square feet for each full-time equivalent instructional staff member. Office space for small junior college districts as defined in Section 981(c) will be computed at 160 assignable square feet for each full-time equivalent instructional staff member.

(j) All library space will be computed by assignable square feet for library functions as specified in this subsection. Square feet are

"assignable" only if they are usable for the function described. Areas such as the main lobby (excluding card catalogue area), elevators, stairs, walled corridors, rest rooms, and areas accommodating building maintenance services are not deemed usable for any of the described functions.

(1) For housing the library collections—.10 assignable square feet per volume.

(2) For reading stations—25 assignable square feet per station, the number of stations to be 15% to 20% of the number of students in full-time enrollment, depending upon the relative emphasis of the college in trade and technical instruction.

(3) For library service needs—a basic complement of 400 assignable square feet, plus 140 assignable square feet per full-time equivalent staff member.

(4) For audio-visual and programmed learning activities when housed in the library facility—additional areas sized for individual needs.

History: 1. New section filed 11-17-65 as an emergency; effective upon filing (Register 65, No. 22).
2. Certificate of Compliance—Section 11422.1, Government Code filed 1-19-66 (Register 66, No. 2).
3. Amendment filed 12-19-66; effective thirtieth day thereafter (Register 66, No. 45).
4. New subsection (j) filed 9-21-67; effective thirtieth day thereafter (Register 67, No. 38).

SUBCHAPTER 4.4. JUNIOR COLLEGE PROGRAM OF STUDIES CONDUCTED ON A QUARTER SYSTEM

Article 1. Junior College Program of Studies Conducted on a Quarter System

995. Application of Article and Definitions. The provisions of this article apply to a district maintaining or proposing to maintain a junior college that conducts its program of studies on a quarter system. The following definitions apply to, and shall be used as the accepted terminology with respect to, such a district:

(a) "Quarter" means a fourth of a school year that includes at least 10 weeks of instruction.

(b) An "academic quarter" is the period of instruction of not less than 10 weeks scheduled for any quarter. An academic quarter may begin on any day of the week.

(c) A "three-quarter academic year" means three consecutive quarters in a school year.

(d) "All-year-round operation" means four consecutive quarters in a school year.

(e) A "quarter credit hour" is the credit allowed for approximately three hours of recitation, study, or laboratory work per week for each week in an academic quarter. (An hour is from 50 to 60 minutes.) A "quarter unit of credit" means the same as a "quarter credit hour".

NOTE: Authority cited: Sections 152 and 25502.3, Education Code.

History: 1. New Subchapter 4.4 (Sections 995 through 998) filed 2-17-66 as an emergency; effective upon filing (Register 66, No. 5).
2. Certificate of Compliance—Section 11422.1, Government Code filed 5-18-66 (Register 66, No. 14).

996. Conversion Table. The following conversion table for computing semester credit hours and quarter credit hours applies to, and shall be used wherever necessary or appropriate in the total junior college program, including but not being limited to computation of graduation requirements, grade points for the required standards of scholarship, nonresident student regulations and fees, nondistrict student regulations, and the college calendar.

(a) Semester credit hours (or semester units of credit) are converted to quarter credit hours (or quarter units of credit) by multiplying the number of semester credit hours by one and one-half.

(b) Quarter credit hours are converted to semester credit hours by multiplying the number of quarter hours by two-thirds.

997. A Program of Studies. The program of studies shall include courses and curriculums appropriate to, and adusted as to content and planned presentation to, the quarter system established at the college, and for which proper conversion has been made in all appropriate areas as provided in Section 996.

998. Submission of Program of Studies. A district maintaining a junior college, prior to converting from a two-semester academic year to a three-quarter academic year or to the all-year-around opera-

tion of a junior college under the quarter system, shall submit to the State Superintendent of Public Instruction a proposed program of studies. The Superintendent of Public Instruction shall review the proposed program of studies and, if he determines that the conversion from a two-semester academic year to the quarter system has been properly accomplished, he shall approve the proposed program of studies. The proposed program of studies shall be presented to the Superintendent of Public Instruction in the form of the proposed or actual college catalog, bulletins, and other official college informational publications, unless the Superintendent of Public Instruction shall authorize a district to submit the proposed program in some other form. After approval thereof by the Superintendent of Public Instruction, the approved programs shall be in the form of the actual college catalog, bulletins and other such official publications.

Article 2. Administration of Attendance for Junior Colleges Operating on a Quarter System

1005. Days Maintained. (a) The regular day school of a junior college district operating on a quarter system shall be scheduled so that the number of days maintained in at least one combination of three quarters is at least 175 in compliance with Section 17551 of the Education Code. Not more than two days of registration for each quarter in such combination of quarters may be counted as days maintained to fulfill this requirement.

(b) A junior college operating on a four quarter system shall maintain all quarters within a single fiscal year

(c) A junior college operating on a three quarter system shall maintain the three quarters and a summer session within the same fiscal year.

NOTE: Authority cited: Sections 152 and 25502.3, Education Code.

History: 1. New Article 2 (§§1005-1009) filed 3-14-66 as an emergency; effective upon filing (Register 66, No. 7).
2. Certificate of Compliance—Section 11422.1, Government Code filed 5-18-66 (Register 66, No. 14).

1006. Census Weeks for Attendance Purposes. (a) A census week for attendance purposes is the first week of five consecutive school days, excluding Saturdays, next succeeding the third week of each quarter.

1007. Computation of Average Daily Attendance. (a) The units of average daily attendance for each quarter is computed by dividing by 15 the sum of the whole and partial class hours recorded for the census week of regularly enrolled pupils in grades 13 and 14, exclusive of adults as defined by Education Code Section 5756, resident of the junior college district.

(b) The units of average daily attendance for a summer session is computed by dividing by 525 the whole and partial class hours recorded for the session of regularly enrolled pupils in grades 13 and 14, exclusive of adults as defined, resident of the junior college district.

1008. Attendance Reported for Apportionment Purposes for a Junior College Operating on a Four Quarter System. (a) The units of average daily attendance to be reported on the first period report (J-20-P1) are the quotient computed by dividing the sum of the whole and partial class hours recorded for the first and second quarter by 30.

(b) The units of average daily attendance to be reported on the second period report (J-20-P2) are the quotient computed by dividing the whole and partial class hours recorded for the first, second, and third quarters by 45.

(c) The units of average daily attendance to be reported for the fiscal year (Annual Report J-20A) are the sum of the whole and partial class hours of the first, second, third, and fourth quarters divided by 45.

1009. Attendance Reported for Apportionment Purposes for a Junior College Operating on a Three Quarter System. (a) The units of average daily attendance to be reported on the first period report (J-20-P1) are the sum of the average daily attendance computed for the summer session under Section 1007(b) and the average daily attendance computed for the first quarter.

(b) The units of average daily attendance to be reported on the second period report (J-20-P2) are the sum of the average daily attendance computed for the summer session and the quotient computed by dividing the sum of the whole and partial class hours recorded for the first and second quarters by 30.

(c) The units of average daily attendance to be reported on the annual report (J-20A) are the sum of the average daily attendance computed for the summer session and the quotient computed by dividing the sum of the whole and partial class hours for the first, second, and third quarters by 45.

(The next page is 267.)

Subchapter 4.6. Junior College Construction Act of 1967

Article 1. General Provisions
Article 2. Project Proposals and Approvals

Article 1. General Provisions

1015. General Provisions. For the purposes of administration of the Junior College Construction Act of 1967, the provisions of this chapter apply.

NOTE: Authority cited: Section 20054, Education Code. Reference: Sections 20050–20083, Education Code.

History: 1. New subchapter (Sections 1015 through 1019) filed 10-18-67 as an emergency; effective upon filing (Register 67, No. 42)

1016. Definitions. (a) "Federal funds" means moneys provided by the federal government to the junior college district for the project or any part of the project, which are or will be available to the district under the following acts: Higher Education Facilities Act of 1963; Higher Education Act of 1965; National Defense Education Administration; Public Law 815; and The Vocational Education Act of 1963 (Public Law 88-210).

(b) "Assessed valuation of the district" means the total assessed valuation of all the property within the district, modified by the provisions of Education Code Section 17262 (Collier Factor).

1017. Applications. All applications and required data for assistance under the Junior College Construction Act of 1967 (Chapter 19 of Division 14 of the Education Code) shall be submitted on forms prescribed and furnished by the Superintendent of Public Instruction and shall be mailed to the Bureau of Junior College Administration and Finance, State Department of Education, 721 Capitol Mall, Sacramento, California 95814.

Article 2. Project Proposals and Approvals

1018. Definitions. Terms employed in forms of the State Department of Finance and the State Department of Education used for the projection of enrollments have the meaning specified in the *Handbook of Definitions* issued by the Bureau of Junior College Administration and Finance, State Department of Education.

1019. Projecting Day-Graded Enrollments. The projected growth in resident day-graded enrollments determined for each district by the State Department of Finance shall be developed by utilizing the procedure specified in the *Handbook of Definitions* mentioned in Section 1018. Exceptions to the procedure may be made by the State Department of Finance for newly formed junior college districts or for other districts where unusual circumstances justify them, and each exception shall be noted and reported to the State Department of Education.

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SUBCHAPTER 8. SCHOOL HOUSING

Article
1. Approval of School Sites
1.5. Establishment of School Attendance Areas and School Attendance Practices in School Districts
2. Approval of Plans for Schoolhouses by the Department of Education
3. Application for State Building Aid (Chapter 10 of Division 14, Education Code)
4. Plans for School Buildings Prepared by the Department of Education
6. Procedures for Estimating the Peak Enrollment for Determining Essential Facilities (State Project Area School Construction Law of 1957)
7. Procedures for Estimating the Number of Project Children and Indirect Project Children in State Project Areas (State Project Area School Construction Law of 1957)

Article 1. Approval of School Sites

2000. Procedure. Each school district, except districts governed by a city board of education, before acquiring title to real property for school use either by gift or purchase shall:

(a) Request a conference with a representative of the Department of Education to be held in the district.

(b) After the conference, submit the following documents to the Department of Education:

(1) A statement of policies covering:

(A) Range and organization of school grades to be served.

(B) Transportation of pupils.

(C) Maximum pupil enrollments in classes and in schools.

(2) A map showing all present and proposed school sites; all significant roads; any disturbing or hazardous installations, such as airports, traffic arterials, or factories; and the areas of residence of present enrollment.

(3) A copy of the written report of the planning commission, required by Education Code Section 15004, concerning the acquisition of school sites in the district.

(c) Secure written site recommendations or site approval from the Department of Education.

NOTE: Authority cited for Subchapter 8 (Sections 2000-2111): Chapter 10, Division 14 (formerly Chapter 19 of Division 3), particularly Sections 19560, 19577, and 19581 (formerly Sections 7707, 7714.1, 7717), and Sections 21402, 21403, 15301-15303, 15409, and 15001 (formerly Sections 5962-5964; 18101-18103, 18172 and 18402), Education Code. Issuing agency: Superintendent of Public Instruction.

History: 1. New Subchapter 8 (Sections 2000-2111) filed 8-18-54 as procedural regulations; effective upon filing (Register 54, No. 18).
2. Amendment filed 3-14-60 as an emergency; effective upon filing (Register 60, No. 6).
3. Certificate of Compliance—Section 11422.1, Gov. Code, filed 5-16-60 (Register 60, No. 12.)

(a) **Accessibility.** (1) Travel distances—elementary pupils residing in a half-mile walk zone, and secondary pupils residing in a two-mile walk zone.

(2) Undesirable travel conditions, such as no sidewalks, poor sidewalks, steep grades, business areas, industrial areas, and number of pupils affected.

(3) Traffic flow on major streets and number of pupils crossing.

(4) Number of pupils crossing railroads, waterways, freeways, and each dangerous intersection.

(5) Use of public transportation and number of pupils transported.

(6) Future subdivisions, new thoroughfares, or other future developments that would affect accessibility.

(b) **Environment.** (1) Type of district—present land use, zoning, probable future zoning, and proximity to business districts.

(2) Atmospheric conditions—smoke, dirt, odors.

(3) Sources of noise—factories, railroads, street cars, trucks, radio interference, fire or police stations, hospitals, airports.

(4) Light obstruction—present and possible future obstructions.

(5) Views.

(6) Proximity to other public facilities—parks, playgrounds.

(7) Suitability for joint planning and use of school site with recreation district.

(8) Possible future development affecting environment—subdivisions, new streets.

(c) **Ethnic Composition of the Area.** (1) Present ethnic composition of the area.

(2) Probable future ethnic composition of the area.

(3) Degree of concentration or dispersion of residents of different ethnic groups.

(4) Proximity to the proposed site of residents of various ethnic groups.

(5) Effect on ethnic composition of existing schools adjacent to the proposed site.

(d) **Size.** The site shall be of sufficient size to provide for the installations and services required for the conduct of the program specified by the school district for its ultimate maximum enrollment as documented by a scale site utilization plan.

(e) **Form and orientation.** (1) Ratio of length to width.

(2) Effect on orientation of building and location of other facilities.

(f) **Topography and soil.** (1) General nature of topography.

(2) Nature of topsoil and subsoil (test boring may be necessary).

(3) Natural drainage, springs, seepage from surrounding hills, and possibility of floods.

(4) Wind exposure.

(g) **Cost.** (1) Assessed valuation.

(2) Appraisals or other indications of cost.

(3) Site improvement cost factors, such as need for grading, excavating, special footings, drainage systems, sidewalks, curbs, pavement, long utility lines, erosion control, retaining walls, removal of existing improvements, trees, boulders.

NOTE: Authority cited: Division 11, Education Code.

History: 1. Amendment filed 6-27-57; effective thirtieth day thereafter (Register 57, No. 10).
2. Amendment filed 10-23-62; effective thirtieth day thereafter (Register 62, No. 22).
3. Amendment filed 5-7-63; effective thirtieth day thereafter (Register 63, No. 8).

2002. Sites Near Airports. Whenever a proposed school site is within two miles of the boundary of an airport, the Department of Education shall notify the California Aeronautics Commission and shall not approve the site until 25 days after such notification in order that the commission may make available a recommendation if it so desires.

History: 1. Amendment filed 9-27-54 as an emergency; effective upon filing (Register 54, No. 21).

Article 1.5. Establishment of School Attendance Areas and School Attendance Practices in School Districts

2010. State Board Policy. It is the declared policy of the State Board of Education that persons or agencies responsible for the establishment of school attendance centers or the assignment of pupils thereto shall exert all effort to avoid and eliminate segregation of children on account of race or color.

NOTE: Authority cited for Article 1.5: Section 152, Education Code.

History: 1. New Article 1.5 (Section 2010) filed 10-23-62; effective thirtieth day thereafter (Register 62, No. 22).
2. Amendment of Article 1.5 (Sections 2010 and 2011) filed 2-20-63; effective thirtieth day thereafter (Register 63, No. 3.)

2011. Establishment of School Attendance Areas and School Attendance Practices in School Districts. For the purpose of avoiding, insofar as practicable, the establishment of attendance areas and attendance practices which in practical effect discriminate upon an ethnic basis against pupils or their families or which in practical effect tend to establish or maintain segregation on an ethnic basis, the governing board of a school district in establishing attendance areas and attendance practices in the district shall include among the factors considered the following:

(a) The ethnic composition of the residents in the immediate area of the school.

Article 2. Approval of Plans for Schoolhouses by the Department of Education

2020. Procedure. In order to comply with Education Code Sections 15302 and 15409, each school district, except districts governed by a city board of education, before accepting any gift of, or letting any contract or contracts totaling $5,000 or more for the erection of, any school building, or for any addition to, or alteration of, an existing building, shall:

(a) Request a conference with a representative of the Department of Education prior to the preparation of basic plans.

(b) Secure from the representative of the Department of Education a copy of the Basic Planning Procedure forms and determine procedure for completion of the forms in a conference with a representative of the school district, the school architect, and the representative of the Department of Education serving the area.

(c) Submit the site utilization plan specified in the Basic Planning Procedure Forms to the Department of Education for approval.

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(d) Upon approval of the site utilization plan, prepare basic plans and tentative outline of basic specifications as required in the Basic Planning Procedure Forms and submit them to the Department of Education for approval. Basic Planning Procedure Forms shall be submitted for approval at the same time basic plans are submitted.

(e) Upon approval of basic plans, tentative outline of basic specifications, and the Basic Planning Procedure Forms, prepare final plans and specifications and submit them to the Department of Education for approval at the same time final plans are submitted to the Division of Architecture for its approval. Forms showing a summary of building area data shall be secured from the Department of Education and submitted with the final plans. No school construction project shall be advertised for bids until written approval of final plans and specifications is received from the Department of Education.

History: 1. Amendment filed 3-14-60 as an emergency; effective upon filing (Register 60, No. 6).
2. Certificate of Compliance—Section 11422.1, Gov. Code, filed 5-16-60 (Register 60, No. 12.)

2021. Guide. The Guide for Planning School Plants, latest edition, published by the National Council on Schoolhouse Construction, at Peabody College, Nashville, Tennessee, may be used as a guide in consideration of school building plans requiring Department of Education approval.

2022. Fee. A fee of $3 for each 1,000 square feet of floor area computed to the nearest 500 square feet shall be paid to the Department of Education by the district after final approval of plans and specifications for new construction required to be submitted to the Department of Education. For the purpose of determining the square feet of floor area upon which the fee shall be based, measurement of building areas shall be computed in accordance with the following requirements:

(a) All measurements shall be made from exterior rough wall lines.

(b) Totally enclosed space shall be counted as full area. Among the various types of space to be included shall be areas such as:

(1) Basement rooms and basement boiler rooms.

(2) Heater rooms, including those above the normal floor level.

(3) Each floor of multistory buildings.

(4) Open, covered passages above the first floor.

(5) The area of completely enclosed stairs for each floor level served.

(6) Open, covered areas which provide shelter between buildings that are less than 20 feet apart.

(7) Each floor of library stacks.

(8) Mezzanines open on one or more sides which may easily and readily be used or converted to use as instructional space or passageways.

(c) Covered, unenclosed space shall be counted as one-half of the actual area. Included in such space are:

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(1) Open, covered passages other than those above the first floor, arcades, lunch shelters, porches, loggias, and planting areas.

(2) Open, covered areas which provide shelter between buildings that are 20 feet apart or more.

(3) Overhangs and sun control devices which are so designed and located that they function as, and in lieu of, arcades or covered walks.

(4) Mezzanines for storage purposes.

(5) Sheltered bicycle racks.

(d) Areas which shall not be counted include:

(1) Eaves and sun control devices except as specified above.

(2) Unsheltered platforms and steps.

(3) When isolated from building structures, the area of incinerators, pump houses, transformer vaults, and service yards.

History: 1. Amendment filed 8-21-56; effective thirtieth day thereafter (Register 56, No. 16).

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On or accompanying the map shall be listed the following information respecting each such location:

Identifying number.....Either street address, street and block, or tract and lot number

(d) A list of existing facilities, approved projects, and applied-for projects, showing average daily attendance units assigned to each, and building area data.

(e) A diagram of facilities to be approved.

(f) Lists certified by the authorized agent of the district as follows:

(1) Kindergarten waiting list of pupils eligible at the beginning of the semester during which application is made, including the names and birth dates of the pupils and the names and addresses of the parents or guardians.

(2) List of nonresident pupils enrolled, including the name of the district of residence and the names and addresses of the pupils.

(3) List of resident pupils enrolled in public schools in other districts, including the names and addresses of the pupils.

(g) Inadequate facilities document, if applicable, to include:

(1) Engineering and safety reports.

(2) Cost breakdown analysis to show cost of structural rehabilitation and the cost of modernization versus cost of replacement.

(3) Governing board resolution of intent to abandon or rehabilitate facility.

(h) District map showing existing and proposed schools.

(i) A diagram and computation of existing area.

(j) Space adequacy survey for secondary schools.

(k) Furniture survey indicating furniture available and in use. Furniture for buildings constructed under the State School Building Aid Law shall be justified in accordance with the enrollment data supplied on Department of Education enrollment forms. Furniture for classrooms which are built to house a number of pupils greater than is shown on the justification document may be approved upon evidence that the enrollment of the district is greater than the original projection provided. Furniture may not be replaced except when building facilities are being replaced, and then only if the furniture is patently makeshift, homemade, or beyond reasonable repair. This furniture survey may be filed as a separate document after submission of the other items included in the justification document.

History: 1. Amendment filed 9-27-54 as an emergency; effective upon filing (Register 54, No. 21).
2. Amendment filed 2-1-56 as an emergency; effective upon filing; (Register 56, No. 3).
3. Amendment filed 6-27-57; effective thirtieth day thereafter (Register 57, No. 10).